**VENTURA COLLEGE**

**Minutes of the Student Learning Outcome Community**

**Tuesday, September 10th, 2013**

**3:00pm-4:30pm**

**MCW-312**

**Present:** Kathy Scott, Debbie Newcomb, Andrea Horigan, Ty Gardner, Susan Bricker, Scott Corbett, Sandy Hajas, Lydia Mathews-Morales, Claudia Peter, William Hart, Jaclyn Walker, Corey Wendt, Janine Bundy, Philip Clinton, Ned Mircetic, Chelsea Guillermo-Wann

**Absent:** Lydia Mathews-Morales

**Recorder:** Rachel Marchioni

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | | **Action (If Required)** | | **Completion Timeline** | **Assigned to:** |
| 1. **Call to Order** | | | | | | |
|  | Scott calls meeting to order at 3:05pm. Scott asks for immediate voting of new committee chair. Andrea Horigan nominates Debbie Newcomb and Sandy Hajas seconds the motion. All committee members were in favor. | | Debbie Newcomb is the new chair. | | FY13/14 |  |
| 1. **Public Comments** | | | | | | |
| 1. **Announcements/ Information Items** | | | | | | |
| 1. **New SLO Facilitator** | Scott introduces Andrea Horigan as the new SLO Facilitator and Debbie Newcomb as the Senior SLO Facilitator. She welcomes future interest of committee members to become SLO Facilitators. | |  | |  |  |
| 1. **Introduction of New Members** | All present members in the committee introduce themselves.  All present members in the committee introduce themselves.  Debbie Newcomb (Medical Assisting – Career & Technical Education Division & SLO Facilitator), Kathy Scott (Dean of Institutional Effectiveness, English & Learning Resources and Co-Chair of SLO Committee), Ty Gardner (Biology-Math & Science Division and former SLO Facilitator), Rachel Marchioni (Administrative Assistant- Title V), Scott Corbett (History- Social Sciences & Humanities Division), Chelsea Guillermo-Wann (Research Analyst- Title V), Bill Hart (Director-Title V), Andrea Horigan (Human Services- Social Sciences & Humanities Division & new SLO Facilitator), Ned Mircetic (Athletics- Communication, Kinesiology, Athletics & Off-Site Programs Division),Corey Wendt (Counselor- Student Services Division), Claudia Peter (Nursing- Career & Technical Education Division), Ned Mircetic (Geography- Math & Sciences Division), Sandy Hajas (Learning Resource Center Supervisor- Instructional Support Division), Jaclyn Walker (English- Institutional Effectiveness, English & Learning Resources Division), Jenchi Wu (Ceramics- Social Sciences & Humanities Division).  Scott makes note that there the reason Title V is so heavily represented is because SLOs are a part of the grant’s objectives. | |  | |  |  |
| 1. **Charge of Committee/Role in Accreditation** | Newcomb explains that moving forward all the committees on campus should have their committee’s charge on the meeting agendas. This was result of discussion in the Accreditation Steering Committee as a way to help prepare committees in meeting accreditation standards. | |  | |  |  |
| 1. **Member Roles** | Newcomb reminds committee member that they are responsible for communicating the information received during these meetings back to their divisions. Newcomb notes that we have at least one representative from every division on the committee. | |  | |  |  |
| 1. **Distribution of Handouts in electronic format** | Newcomb announces that going forward handouts will be made available before meeting in electronic format and will be sent via email. | |  | |  |  |
| 1. **PSLO Assessments on website** | Newcomb reminds committee that as a part of accreditation standards PSLOs are now on the website for public view. Since this is now a public document she encourages committee members to communicate with their division department chairs to review their PSLOs (on TracDat) to see if there is any information that needs edits. PSLOs should be communicated in a professional manner (proper grammar, spelling, etc.). Once edits have been made please notify Sandy Hajas so she can run a new report for the website. | |  | |  |  |
| 1. **Discussion Items** | | | | | | |
| * 1. **Self- Evaluation Spring 2013^** | Newcomb asks the committee to review the SLO Committee Self- Evaluation that was done in Spring 2013. She notes that for the most part the comments were positive like the accomplished of completing instructional five year plans and mapping but there were valid points for areas that improvement. Such as “Get goals established early and revisit them during the course of the semester to be sure they are being completed” and “Would like to get more training regarding measuring Student Services  Outcomes. Handouts were mainly directed to instructional staff.” | |  | |  |  |
| * 1. **Accreditation Standards\*** | For CQI (Continuous Quality Improvement) is the whole point. We need to make it known that this is a continuous process. The handout from ACCJC “Accreditation Standards- Annotated for Continuous Quality Improvement” has four standards. ACCJC actually highlighted the areas on the handout that they want institutions to focus on. Going forward committees should be dealing with theses accreditation standards as regular committee business. | |  | |  |  |
| * 1. **New minutes template** | Committees across campus will be encouraged to use a standardize form for minutes. This will allow for documentation in a more conceive manner, and to easily summarize the detail of analyze. This way we can identify what action were taken or need to be taken and we can close the loop. In the near future we would like to adopt a standardize committee web presence for the public. It has been suggested by faculty the Academic Senate’s webpage would be a good example to follow. | |  | |  |  |
| * 1. **Reports on SLO Workshop** | | | | | | |
| 1. **ACCJC Workshop at Pierce College\*** | In April Sandy, Andrea, and Debbie went to Pierce College for ACCJC Workshop.  Horigan shares that the main purpose of this workshop was feedback of SLOs. A slide show is presented and Horigan points out slide 11 “Perception of the Assessment Cycle”. Most of the faculty’s perception is SLOs are something we just do for accreditation. What this slide is saying is it shouldn’t be accreditation focused it should be student focused. If you bring in back and focus on the student portion you’re looking at expectations of learning, communicating those expectations, gathering those, and if you’re doing this you’re meeting the needs of accreditation and just need to do the paperwork.  Newcomb and Horigan held a flex day workshop with the information obtained from this meeting and have handouts from it. Gardner also did a workshop during flex week on how to build a rubric and has handouts for that. Newcomb is holding a SLO training for the business faculty two different times if other faculty would like to join.  Corbett makes a comment that putting the SLOs on his syllabus and communicating his expectations to students of what they will learn worked. As part of their final he had them select a SLO and write a case study on it. He found that if the SLOs were written in a correct way he was able to get the student to communicate the answers he was looking for on their final. | | Send via email the “Developing a Rubric” & Writing Student Learning Outcomes” documents were used during the Flex Day Workshops, and the dates of the SLO Workshops for September. | |  | Debbie Newcomb |
| **ii. GE by Design Workshop at CSUCI** | Newcomb shares that at the GE by Design Workshop the speaker from Cal Poly was there to present her dilemma because she could not get buy in from the faculty. CSUCI very focused on GE and ISLO would like this to be on transcripts in future. Results from assessments are showing most of students are assessing. There needs to be some level on quality control. Having someone outside of that department look at things may be beneficial in gaining a different perspective. They had us look at two different products of student writing and difference of opinion among faculty variety. Which bring us to the questions of how can we expect to have comparable results when there is variety of grading? Even in terms of ISLOs across campus there is confusion of if there was a set standard.  Faculty suggests getting samples across disciplines of examples of what is an A,B,C, etc. grade paper. There is also a problem with our communication assessments being met by 80% or more of our students but it is not matching the results of our college assessment scores. | |  | |  |  |
| * 1. **ISLO/SUO Updates** | | | | | | |
| 1. **ISUO #2 to be assessed this year** | FY 13/14 services will be assessing ISUO #2 which is “*The Service will support or facilitate institutional accountability by monitoring and ensuring compliance with statutory mandates, local policy and procedures, and state or federal law*”. | | Decide deadlines for ISUO assessments. | | October 8th | SLO Committee |
| **ii. ISUO Rotational Plan Update\*** | Service Units have not completed their Five Year Rotational Plans. The deadline to complete this and have it on TracDat is September 30th, 2013. Deans and Department Leads will be sent a reminder. | | Create a list of the leads for student services people- Rachel  Email leads of student services about deadline- Kathy | | This week | Rachel Marchioni and Kathy Scott |
| **iii. Changes in ISLO assessments in TracDat** | Moving forward ISLO assessments will be entered separately in the CSLO assessment area. We are currently in the process of transferring the data that has already been entered. | |  | |  |  |
| **iv. Consideration of ISLO random sampling** | CSUCI does random sampling of ISLOs instead of every student in a class. This is something to explore in the future. There are some faculty concerns regarding random sampling such as lack of participation and flawed data. | | Look into random sampling for assessments in future semesters. | |  | SLO Committee |
| **v. ISLO-Communication Forum** | Scott is going to coordinate with the president about having an ISLO Communication Forum. Suggestions from faculty of forum taking place on alternative day then Fridays due to low attendance. Another Suggestion from faculty to write foundation grant to purchase some type of gift to encourage attendance. This forum is a new concept across campus and a way of closing the loop on an ISLO. We will be able to review how people reported data differently and discuss the different components that work across disciplines. Something that we didn’t anticipate in time was the reporting of quantitative and qualitative data. The embedded form has now been changed. | |  | |  |  |
| * 1. **Subcommittees** | | | | | | |
| 1. **ISLO Rubrics Subcommittee reports** | Gardner- ISLO #5 group waiting to hear back from people if anyone else is interested in working on ISLO #5. There will be multiple rubrics within this ISLO. Reach out to people in different disciplines.  Corbett- ISLO #3 group includes Michael Bowen, Jenna Garcia, and Ron Mules.  Walker- Material for performing arts rubrics has already been generated. Under Communication do we want to add performance?  Hajas- ISLO #4 group is meeting on Friday, September 20th. The group includes Jaclyn Walker, Andrea Horigan, and Ayanna Gaines. We have started a couple drafts from looking at what other colleges have done. | |  | |  |  |
| **ii. New subcommittees** | Committee ran out of time subject to be revisited next meeting. | | Add on Agenda for next meeting | | October 8th | Rachel Marchioni |
| 1. **Action Items** | | | | | | |
| * 1. **Voting of Chairs** | | Scott asks for immediate voting of new committee chair. Andrea Horigan nominates Debbie Newcomb and Sandy Hajas seconds the motion. All committee members were in favor. | | Debbie Newcomb is the new chair. | FY13/14 |  |
| * 1. **SLO Committee Goals** | | Committee ran out of time subject to be revisited next meeting. | | Add on Agenda for next meeting | October 8th | Rachel Marchioni |
| * 1. **Approval of Minutes** | | Approval of Minutes for March 6-  Approval of Minutes for April 9- | | Motion to Approve- Hajas, Walker seconds, four abstentions (Chelsea Guillermo-Wann, Andrea Horigan, Ned Mircetic, Phillip Clinton)  Motion to Approve- Hajas, Walker seconds, four abstentions (Chelsea Guillermo-Wann, Andrea Horigan, Ned Mircetic, Phillip Clinton) |  |  |