

**MINUTES OF SLOOG**  
**(Student Learning Outcome Oversight Group)**  
**November 30, 2010, 1:45**

**Attendees: Peter Sezzi, Ty Gardener, Sandy Hajas, Gwendolyn Huddleston, Dave Oliver, Salomeh Pourmoghim, Kathy Scott**

1. We had a general discussion about connecting program review to the SLO process in terms of finding areas to improve and making connections with budgeting, requests for staffing, etc.
2. Senate Update -- The Toolkit was introduced at the Senate on November 18. Peter explained that it would be a reference tool. The Senate's current task is to approve the definition of a program, the list of programs, and the 5-column form.

Peter will send his latest version of the Toolkit to Sandy so that she can put it in the proper place in SharePoint. We need to combine her version (with its attachments) to Peter's.

Sandy noted that a glossary of terms needs to be in the document. She has a draft, which she will send to us. Peter will send the statewide senate's glossary of terms to us as well.

3. Dave Oliver is in the process of developing instructions for how to use SharePoint. He worked with Victory to get SharePoint in the web format, which he demonstrated for us. He plans to incorporate SharePoint instructions into the guidebook he is developing.

Once we get the website fully up and running, we can cut up some of the larger documents into smaller versions that people can access easily. The SLO website, thus far, can be viewed as follows:

[vmoss.venturacollege.edu/SLO/](http://vmoss.venturacollege.edu/SLO/)

It can be put on the portal.

Leumens, the software purchased by OC to track SLOs, is apparently not working that well for them. Sandy is looking into DataTrac, which is being used by Mt. SAC, but we may continue to use SharePoint.

We want an automated process that would notify people when some aspect of the SLO process needs their attention/approval. SharePoint has an "Alert Me" function.

We noted that CurricuNet has an alert function that people are already familiar with, and CurricuNet has areas for SLOs.

David Keebler is interested in us developing wants to develop our own system as he explained when Peter and Robin met with him. His idea would include program review. We all agreed that we want our information to be put into a useful format.

4. The group looked at three samples of SLO oversight committees (Mt. SAC, Chaffey, and Cabrillo). Peter noted that we should look at Napa. We liked the sectors utilized by Cabrillo.

We also discussed using our current program review committee as a model. It has a preponderance of faculty and is co-chaired by an administrator and a faculty member. We will look at this possibility in more detail at the next meeting. We did note, though, the advantages of having a larger committee, which we could then divide into subcommittees.

This committee will need to review SLOs and write an annual report.

Discipline faculty should be looking carefully at all documentation before it goes to the committee.

Our goal is to transition the work of SLOOG (our current group) to the SLOOC (Senate committee) by February/March. They should have at least two meetings before our group disbands.

We agreed to include the released faculty member or members to our next meeting.

#### 5. Training for data collection and analysis

Some departments will start right away; others will want training.

The released faculty member/members should meet individually with department chairs.

We agreed that we will need to be involved in the first department chair meeting of the new year to discuss training sessions and the work that needs to be completed in the spring semester. At this meeting, we will have a brief training session. We will have department chairs bring their meeting schedule so that training can be set up.

#### Tasks:

- 1) Review list of tasks, responsible party, and timeline (sent separately) – all – BRING TO NEXT MEETING
- 2) Complete Toolkit and put on SharePoint – Peter and Sandy
- 3) Put SLO data collection and analysis training on first department chair council agenda – Kathy
- 4) Review DataTrac - Sandy
- 5) Revisit SLO committee composition after input from Senate - all

**NEXT MEETING: Tuesday, December 14, 11:30 – 1:00, SCI 333**