

MINUTES OF SLOOG
(Student Learning Outcome Oversight Group)
December 14, 2010

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

Special Guest: David Keebler

1. Continuous Improvement System

The group had a discussion about how SLOs fit within a larger picture. We need a system of continuous improvement to explain why we do things, and we need to act on informed decisions.

Dave K. presented his Continuous Improvement System chart, which the group reviewed (see attached). He explained that, within "The Plan," there are expectations (SLOs). In terms of assessments, there are performance assessments and plan assessments. We may find in the course of doing those assessments that the SLOs may be "good" or may not be (i.e. they cannot be measured). From findings, we create initiatives.

2. Program Review

Dave distributed a Program Review document that details program review within this continuous improvement system (see attached). He explained that people need to know what the expectations are before entering into certain tasks (e.g. staffing priorities).

The group discussed how the linking of our major processes will create a different culture at the college – one in which we will try to avoid having departments, divisions, etc. working within silos.

There was some discussion about how faculty need to understand that the SLO process does require work but that it will be work worthy of their time – that it has the potential to help improve instruction.

The group noted the need for things to be simple to use.

There was discussion about presenting this document at the department chair council next semester.

3. SLO data collection and analysis

The group spent a significant amount of time discussing the plan next semester. We agreed that faculty would collect and analyze data for one SLO per course. Data forms will need to be developed with the Nichols 5 column form being a place to record results. Excel might work for this purpose – it could be made to look like a Word file. The system portion needs to be in

place, possibly with pull down menus. As Dave K. develops the database, SharePoint will need to be used.

We will need dates of accomplishment for various tasks.

We discussed using the Mt. SAC form for documenting changes (and needs – e.g. equipment) resulting from SLO assessment. We need to take the form and add in elements that would apply to program review, course syllabi revision, course outline revision, etc. Individual faculty may need to complete a form to document their results. These forms would then be summarized into the Mt. SAC form above. The subgroup will include Kathy, Gwen, Sandy and Ty.

We agreed to form a subcommittee to review the documents for the first department chair meeting of the semester. The subgroup will include Kathy, Gwen, Sandy, and Ty.

We noted that Ty and Scott need to be trained on SharePoint. Dave O. and Sandy will handle. Dave O. did a brief demonstration of SharePoint for them.

Prior to the first department chair meeting of spring (January 25), Scott and Ty will divide up the department chairs and attempt to meet with them. That way, they will have some background and introduction to the process before the meeting on the 25th. After the meeting Scott and Ty will continue to work with the department chairs, attending department meetings as requested.

We had a long discussion about how faculty will conduct assessments next semester. There had been discussion in this group previously about encouraging faculty to use one method of assessment – to make it easier for the faculty involved – at least the first time. There was some disagreement with this approach, however. Faculty might feel that they are being told how to teach. That, however, is not the intention, and it will be each department's decision on how to handle.

4. Toolkit

We are still in the process of making changes. The Senate, though, will present the Toolkit at the first meeting.

5. Faculty SLO Committee composition and charge

Sandy created a draft composition and function document (attached). It is based on the existing program review committee composition and information from Mt. SAC. We agreed that subcommittees of this committee would be responsible for #4: Monitoring and evaluating the process of assessing SLOs for courses, programs, and services . . . (see attached for additional detail). Peter agreed to take the document to the first Senate meeting.

Tasks:

1. Set up subgroup to review documentation that will be presented at January 25 department chair meeting: Kathy
2. Train Ty and Scott on Sharepoint: Dave O. and Sandy
3. Present draft of SLO Committee and charge to the Senate: Peter
4. Take one last look at the Toolkit and revise: Scott
5. Final formatting of toolkit: Sandy
6. Present Toolkit at Senate Meeting: Peter and Salomeh
7. Present Program Review revisions to Department Chair Council (not in January)– to be determined
8. Development of data forms for data collection and analysis: group – to be assigned
9. Divide up and meet with department chairs individually: Ty and Scott
10. Creation of a summary form based on the Mt SAC: Gwen, Sandy, Ty, and David, Kathy

Next meeting:

January 18, 1:15, SCI 333