

SLO Oversight Group

Minutes 2-23-11

Attendees: Ty Gardner, Scott Corbett, Sandy Hajas, Peter Sezzi, Gwendolyn Huddleston, David Oliver, Kathy Scott

1. Status Report

Dave Oliver created a checklist so that we can monitor completion of course level SLO assessments. Dave and Ty will talk to department chairs and complete the checklist. Each department chair needs to be tracking the courses and faculty teaching each course. We could export from Banner. Connie might be able to assist us. Dave will create and send.

We recognize that department chairs have a relationship with their faculty. We are trying to provide assistance where appropriate.

Deans will follow up with faculty who are not participating.

Sandy needs training information from when we trained department chairs to post to website.

Scott and Ty will provide progress reports to Sandy, per month, to track.

Concurrently enrolled courses are a problem in terms of confusion. We could create scaffolded SLOs or rubrics (e.g. beginning, intermediate, advanced Guitar).

2. SharePoint

People have asked for permission to get into the individual folders. We have some security concern about allowing complete access. If anyone other than the department chair wants access to SharePoint, they should contact Dave Oliver.

3. Report from Department Chair Council

- a) Department chairs would like clerical help. There should be available support in the divisions to get the course summary forms done by the end of the month.
- b) Time frame – When we originally had faculty write SLOs, they are claiming that they were told to write semester end SLOs. Many are having to be revised.
Mix of formative and summative would be good, but we don't want to overwhelm people at this point. We could let the departments decide and do some formative and some summative. Formative does, though, allow students to have an opportunity to learn the skill again that semester if they didn't understand. Departments should be discussing formative and summative assessments, and we should ultimately be doing both. In classes with large numbers of sections (English 1A, some could be doing formative and some summative).

This first time, we need to get everything done earlier than will be true in the future. We want everyone to understand the process and have time should there be confusion, etc. In the longer term, we want a multi-faceted approach. This information/discussion should go into our final report.

When SLOs are changed, department chairs need to let Sandy know so that the website and SharePoint are accurate.

- c) Instructions - we need individual form instructions (ie. for part time faculty). These exist in the Toolkit, but we need to make it clear where the instructions are – and put it on the front of the individual form.
- d) Forms – We need to be clear in the future that the purpose of the forms is to generate discussion – even when the goal has been met.
- e) Language – Some department chairs were concerned about the language (i.e. “Performance Indicator”). They would like it simplified.
- f) Example from Math – in one document, they have the SLO, the performance level, and rubric. We will ask for permission from Dan to distribute to others.
- g) Bloom’s taxonomy handouts – need to be available for faculty.
- h) Senate subcommittee – to be determined prior to the end of the semester – the faculty will need training. Waiting until fall is too late.
- i) Form completion – When the completed course summary forms start coming in, Ty/Scott will review them, per program, with the respective dean. We need examples of excellent, satisfactory, and other. Needs to be part of flex-day training.
- j) Status of program level SLOs – 99% are in. The ones we don’t have are due, in some cases, to confusion (i.e. BIS, CIS). We need to maintain and use one official program list. It’s important for program review, budget, etc.
- k) Inventory of course-level – we do not have a single place where all the course-level SLO forms are housed. Linda may be putting old data into SharePoint. All course level SLOs need to be linked to the program webpages (a link). They need to be dated. Course level SLO/rubric needs the same.

Next Meeting: March 9, 2011, SCI-333

