**VENTURA COLLEGE**

**Minutes of the Student Learning Outcomes Committee**

**Thursday, November 7th, 2013**

**2:30pm-4:30pm**

**LRC-164**

**Present:** Debbie Newcomb, Andrea Horigan, Ty Gardner, Bill Hart, Philip Clinton, Sandy Hajas, Chelsea Gullermo-Wann

**Absent:** Kathy Scott, Scott Corbett, Audrey Edwards, Susan Bricker, Jaclyn Walker, Corey Wendt, Jenchi Wu, Lydia Matthews, Claudia Peter, Ned Mircetic, Janine Bundy

**Recorder:** Rachel Marchioni

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | | **Completion Timeline** | **Assigned to:** |
| 1. Call to Order | Called to Order 2:41pm |  | |  |  |
| 1. Public Comments | None |  | |  |  |
| 1. Announcements/Information Items | | | | | |
| 1. SLO Division updates from Committee Member | All committee members were asked to speak with their divisions and report the updates on the division’s behalf.  The some member were unable to attend this meeting but reported the updates via email to the committee:  Claudia Peters from Nursing- “SLOs are being assessed this semester using quantitative analysis, faculty are meeting in their respective teams to discuss how to assess and conduct analysis and reflect on the results and plan for nest semester, our rotational plan is completed and the faculty asked that the SLO committee not change it anymore. No additional help is needed at this time.”  Jaclyn Walker from English- “Since we are not assessing this year because we do not tie into the current ISLO, we established a SLO revision subcommittee and are in the process of revising our SLOs based on our previous findings. The department subcommittee meets, discusses SLOs for a course, revises them (if needed), and brings the information back to the department for a discussion & vote. It’s been a very collaborative and worthwhile process for us.”  Scott Corbett from History- “We are working with Mayo to get the history department and SLOs process properly aligned and defined and refined. I will have the rubric for my/our ISLO on Critical Thinking ready for distribution at the next meeting. I will forward it to Debbie ahead of time so it can be agendized and sent out as a document.”  Horigan has met with athletic division, specifically with the Kinesiology instructors, and reviewed their SLOs for revisions. They are realizing the SLOs that were previously established are not effective.  Hajas shared that the Tutoring Center is discussing doing a SUO survey again this fall and has met with Chelsea to review it. The survey will include RWC and Math Center and the Learning Center in spring.  Hart reports that the grant is supporting ISLO- Communication by providing funding for RWC and Math Center. Writing across curriculum supports ISLO on communication. The grant is also working with USC to identify achievement gaps in SLOs. The grant is helping the college become more data focused. The idea is to identify achievement gaps in general.  Guillermo- Wann is trying to figure out how to capture the dialogue that is happening for SLOs and to be used to support the grant and accreditation. This is going to show what dialogue is going happening on a monthly basis. We have several years take this data to move in the right direction.  Clinton – Asked the following questions to the department chairs via email: Are SLOs being assessed this semester and specifically how does your department evaluate the information from the assessments? Are faculty meeting to discuss SLO assessments; when and how often? Is the rotational plan helping faculty/staff to know which SLOs need to be assessed this semester? Is any assistance from our SLO facilitators needed?  Other…  Terry Pardee from Biology: “We in Biology are assessing several SLOs this semester.  Once assessed, we as a department have those teaching a specific class for which the SLO is assessed work on strategies to improve where improvement is suggested by the assessment.  We also use the information in our Program Review as initiatives to improve instruction. Meetings of instructors teaching a course that is being assessed are coordinated by a Course Coordinator in the Department.  They meet to discuss assessment rubrics, timeline, etc. The rotational plan does help faculty know which SLOs need to be assessed.  I also send out a reminder to the group so that they do not forget to keep an eye on the plan. So far as I know, at present we do not, as a group, need any assistance from the SLO facilitator.  I, however, personally need to sit down with a facilitator to gain further knowledge on how to input information (especially the rubrics) into TracDat.”  Cari Lange from Anthropology- “Anthropology is up to date on all SLO aspects.”  Michelle Millea from Engineering- “SLOs are being assessed this semester in two courses.  Both are taught by a single instructor, single section. For the course I teach, I assess on my own, though if pertinent, I will talk with the instructor from the other course.  For the second course being evaluated, the other instructor and I meet to discuss findings and initiatives. Our courses have just one section though I meet with the part-time faculty to discuss their assessments and to determine initiatives. Ty has always been a great help.  I have also worked with Sandy with TracDat help.  She has been great, too.”  Steve Quon from Physics – “ Yes, per 5 yr rotation plan, SLOs are being assessed in physics & astronomy.  The assessment tool that participants use are the forms given to us last year by Ty Gardner with a series of questions that are then used to input into TracDat. Yes, faculty meet but primarily by e-mail for the sake of timeliness.  Sum total we meet about 4-6 times during the semester Yes, the 5-yr Rotational Plan keeps us on track, especially to evaluate CSLO with ISLO synchronously. None at this time. “  Alex Kolesnik from Math- “We are not assessing any SLOs this fall.  We created a 5 year plan with SLO assessment in fall 2012, 2014, and 2016.  We are using the other semesters to discuss modifications of SLOs, discuss findings, and initiatives, create/revise rubrics, and possibly reassess. Faculty are meeting on a course by course basis.  Most of the exchanges are by email, with perhaps one face-to-face meeting.  We are also having some department-wide discussion at our monthly meetings, and discussion occurred at our program review meetings. The rotational plan was very clear to faculty.  We went with a very consistent plan, which makes it easy.  We all know when the assessments take place (Falls of years 1,3,5).Not at this time. None. “  Gardner reports out for Chemistry who is inputting their CSLOs and ISLOs into TracDat and discussing their findings. The departments need assistance with how to assess ISLOs with a general rubric. GeoSciences is assessing and putting data into TracDat.  It is suggested that the committee use a standardized tool that is used on a semester basis to gather feedback from Department Chairs on SLOs. There would be different questions asked every time throughout the different times in the semester. First would be the “reminder/process”, then would be “how are you doing”, are you doing summative or formative, do you need help in creating rubrics, and any update on TracDat issues, what did you learn from previous years semester or what things were changed? Some of the feedback or questions provided in these responses could be shared in the Newsletter. | Get feedback from Debbie  Chelsea work with Kathy to make follow up for departments chairs for ISLO assessments. Bring to next meeting Dec 10th.  Email Critical Thinking Rubric to Debbie |  | | Rachel Marchioni  Chelsea Guillermo-Wann  Scott Corbett |
| 1. ISLO #2 rubrics to be sent out & distributed at the next DC Meeting | ISLO rubrics are to be distributed to the Department Chairs at next meeting. The ISLO rubrics are also available on the SLO webpage. |  |  | | Andrea & Debbie |
| 1. Dates for SLO workgroups in December | In previous meeting, SLO TracDat training sessions have been discussed. There will be two in person sessions on December 6th and December 13th. It would also be helpful for divisions if there was a list made of people within the division that could assist instructors. It is also discussed that the clerical support within these divisions should be attending these trainings or be trained separately to assist the department chairs and faculty. Sandy shared one the ways she has been assisting instructors with TracDat is using the Lync system and sharing their desktop. | Have workshops for Department Chairs and Faculty on December 6th &13th.  Establish a list of clerical support resources within each division. | Complete list posted on website | |  |
| 1. Review goals document | In the previous meeting the committee voted on committee goals for FY 13/14. The committee is now asked to review these goals for suggestions or discussions. The following changes were suggested:   1. Establish a process to ensure that SLO assessments are completed according to the established rotational plan, with attention will be given to closing the loop and quality control. 2. Assist departments in making a clear connection between SLO assessments and initiatives created in program review. 3. Establish rubrics for ISLOs #3, 4 and 5 and distribute to all departments. 4. Coordinate the 1st ISLO forum on Communication in Spring 2014. | Correct the date on goals to FY13/14 and make additional changes. |  | | Debbie Newcomb |
| 1. Discussion Items | | | | | |
| 1. Update on status of SUO rotational plans | SLO Facilitators have met with 5 additional departments since our last meeting. We are pending on Career and Transfer Center and Welcome Center. |  | |  |  |
| 1. ISLO data report from TracDat | We are done. We will be removing the ISLO section with the embedding drop down option. |  | |  |  |
| 1. Reports from Subcommittees | 1. Rubrics Subcommittee-   Information Literacy is ready to move forward. ISLO Five Subcommittee group is scheduling a meeting for end of the semester. The first meeting is going to figure out how to divide it up.   1. Newsletter Subcommittee-   Will try to release the newsletter the first week of December   1. Quality Assurance Subcommittee-   While moving ISLOs in TracDat we noticed several issues. We need to start spot checking and establish some time of process for doing so. CSUSI does this between different departments. Sometimes people don’t realize they need help. | Newsletter released | | First Week of December | Sandy Hajas |
| 1. Plan for working on committee goal #1 | There are Accreditation Standards that need to be met within this committee while reviewing the SLO assessment process. If anyone is interested in working on these subcommittees let Kathy know. |  | |  |  |
| 1. Action Items | | | | | |
| 1. Approval of Minutes (September 10, 2013) | Vote to approve | Clinton and Gardner approve with corrections | |  | Rachel Marchioni |
| 1. Approval of Minutes (October 8,2013) | Vote to approve  Audrey Edwards was present  Discussion Item Five Correct | Clinton and Gardner approve with corrections | |  | Rachel Marchioni |