Richard Grow, Chair, called the meeting to order at 2:36 p.m., in Room 2411A.

I. SET THE AGENDA
   The agenda was approved as drafted.

II. REVIEW OF MINUTES – The minutes of November and December 2011 were reviewed and approved.

III. CHAIR’S UPDATE

   Status of SLOs - At present we have 586 out of 752 courses with SLOs (78%), 344 of our 752 courses have been assessed in eLumen (46%), and only 17 of our 107 degrees and certificates have SLOs (16%).

   Our SLO responses for the Mid-Term Accreditation Report are being written this semester and the better our percent completion the better our response looks.

IV. eLUMEN UPDATE

   Second Hour-Town Hall Feb. 1, 2012 - Scott reported that at the last Town Meeting/Second Hour eleven people used his help with technical questions for SLOs, and a total of about 57 people were in the TLC working on their SLOs.

   “The Numbers” – Scott also detailed many of the current numerical aspects from eLumen:
   • There are 107 Degree & Certificate Outcomes written
     o Of those, there are only 17 outcomes assessed
   • There are 752 Courses in eLumen (not including any of the inactive and not-taught courses)
     o Of those, 586 courses have at least 1 SLO written
     o 166 courses have no SLOs written
   • Of the 752 Courses in eLumen
     o 408 have no Assessment Data (57% of all written SLOs)
     o 344 have assessment Data (43% of all written SLOs)
Conclusion of the committee: A lot of people have written 1 SLO, but are not assessing them!

**What works?** The Committee discussed what works at LPC and at other colleges.

- Collegial conversation with colleagues – Mentoring those who need more information or could use some enthusiasm for the process of outcomes and assessments.
  - There is a lot of useful information that comes out of both dialogue and eLumen reports! [“eLumen: It’s not just a numbers game!”]
- Person to Person seems to work best – The committee could offer faculty the help of a Life Line Person. This could be the same or a different person from the Division Point Person, depending on the needs of that division.
- Ask the Deans to individually encourage faculty, and let them know who their Life Line Persons and Point Persons are.
- **For Adjunct taught courses: the “Both-And System”:** FT Faculty Leads help ensure that SLOs are written for all courses in their department, **AND** teach and encourage Adjuncts to write and assess SLOs.
- At other colleges: The colleges that rate among the highest with the accreditation agency are those that have 2 staff members: one for assisting faculty in writing course, program and degree Outcomes, plus a staffer for entering and assessing data.
- Also, the use of web forms increases faculty participation at other colleges; we have had the web forms so faculty do not have to use eLumen since summer 2011.

**FIN Process** – Katie explained the Faculty Inquiry Network (FIN) process as an ongoing assessment program with increased meaning for teaching pedagogy in a long-running setting. These assessments are more narrative, and do lead to course improvements for improving student outcomes. The English Department continues to use the FIN processes, discusses needed teaching improvements, and does put applicable information into eLumen.

Narrative information can also be placed in the Accreditation Repository, which will be acknowledged in the Mid-Term Report, and later reviewed by the Accreditation Team.

**V. COLLEGE UPDATE**

**Accreditation Mid-Term Report** – Janice Noble shared with the committee that Marge Maloney and Sarah Thompson will be writing the Mid-Term Report.

Sharon Gach reminded the group that for the Accreditation Team visit there should only be 1 or 2 places for the team to look for documentation to back up the Mid-Term Report information and they preferred paper files in the Team Room and in their hotel work room. The last accreditation team did not find it time-useful to look in several places for the information they needed.

That team reported that they did not like looking in our Accreditation Repository online. The Repository website is: [http://aacclpc.laspositascollege.edu/lpcaccred.html](http://aacclpc.laspositascollege.edu/lpcaccred.html).
Janice also offered for faculty to email to her any meeting notes (formal or informal), records of dialogue, Program Review conversations or forms, and she, as the ALO, will make sure they are placed in the proper locations for documentation. Jeff Sperry is the Accreditation Repository Document Manager.

VI. OLD BUSINESS

A. Discuss Status of Reading Program Reviews

Rich offered to go through the Program Reviews as he believes we may find some SLOs in the PR Form "SLO section". He believes it may be possible to improve a few percentage points from 78% up to 82% by doing this.

VII. NEW BUSINESS

A. Adjunct Participation and Pay

Rich and Janice stated that Administration has completed agreement on funding to pay adjuncts for their work on SLOs and Janice mentioned that Adjunct pay for SLOs is now in the faculty contract. It is good that HR did not limit what the work must be done, as the language states “…work that can be done in four hours…” Understandably, this will be different for each course.

To receive payment for their work adjuncts should:

- Work with, or discuss their work, with a Point Person in their Division and develop a proposal describing what work they plan on doing and how many hours are estimated.
- There are between 1-4 hours of pay for each Adjunct who develops an approved plan.
- The proposal then goes to the Division Dean for approval, after which the work would be done.
- When the work is done time sheets would be turned in and the adjunct can be paid for their time at the F-hour rate.

Janice and the committee recommend that several aspects of Adjunct SLO work should be paid. These aspects should qualify for pay in the committee view:

- Reflection, dialogue and email discussions with other faculty and Deans
- Closing the loop type meetings, including in department meetings Adjuncts are not usually required to attend
- Writing and assessing each of their courses

Jan stated that she will send a Guidance Document to all Adjunct faculty and a form to record the type of work done, along with the adjunct time sheet.

B. Town Meeting – Planning for Second Hour - Rich led a discussion to see how we can increase the number of course level and degree level outcomes.
It was decided that SLO representatives will run workshops during the second half of the Town Hall meetings in March, April and May (3:30 – 4:30 PM) to work on course level SLOs, and certificate and degree learning outcomes. Three spaces will be needed:

- 1 Room for Full Time faculty who want to work with their Adjuncts on the Certificate or Degree SLOs – Rich - Committee Lead in the Room
  - Tell Adjuncts at least 2 weeks in advance, so they can plan around their other teaching positions

- Room 2416 - “If You are Totally Lost – A Life Line for SLOs” - help to write or assess Course SLOs – Katie and Elizabeth - Committee Lead in the Room

- In the TLC Room 2410, Scott Vigallon volunteered to continue to help faculty enter data or use the web form. Reminder: bring completed work to the TLC.

C. White Paper: “Adjunct Participation in Student Learning Outcomes: Issues to Consider” – Katie explained that she and Amber Machamer wrote this white paper about two years ago, and it is worth reviewing again for:

- Training of Adjuncts - Past and Emerging Practices
- Creation of SLOs, Assessments and Rubrics - Past and Emerging Practices
- Ongoing Assessment, Feedback Loops and Reporting - Past and Emerging Practices

The Committee made a recommendation to Dr. Noble, the Accreditation Liaison Officer (ALO), to ask Adjuncts and FT Life Line & Point Persons to review the paper and try to put some of the ideas into practice with the assistance of the Committee and the Deans.

D. Committee Chair Needed for 2012-13 – Rich stated that the Faculty Senate will be looking for a new Committee Chair for the SLO Committee starting August 2012, as his term will be over this June. He asked that committee members consider this service.

The meeting was adjourned at 4:26 pm.

Respectfully submitted,

Sharon Gach, Administrative Assistant
Classified Senate Committee Representative

Next Meeting: Monday, March 5, 2012 - 2:30 pm – Room 2411A