Minutes

Student Learning Outcomes Committee
August 26, 2013
1:45 p.m. – Room 2411A

Present: Tina Inzerilla, Marilyn Marquis, Jan Noble, Paul Sapsford, Paula Schoenecker, Rajindar Samra, Scott Vigallon

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I. **Agenda Set** - The meeting was called to order at 1:52 p.m. Two additional agenda items were added.

II. **Approval of Minutes** – Recommendation made to table the draft minutes from May 6, 2013 until the next SLO meeting.

III. **Introductions** – New and returning committee members for 2013-14 were introduced at this meeting.

IV. **SLO and Assessment Workshop** – A SLO and Assessment Regional Workshop will be held on Friday, September 20, 2013, sponsored by ACCJC/WASC, and hosted by Solano Community College. The workshop will provide examples of good practices for student learning outcomes and use of assessment results, as well as examples of data collection and use of data for the purpose of student learning outcomes, assessments, program review and planning. There will be an opportunity to discuss and share experiences with colleagues about the core, and for participants to share information about challenges that their colleges have overcome, as well as what works particularly well.

Dr. Janice Noble, Scott Vigallon, Marilyn Marquis, and Rajindar Samra will be attending from LPC.

V. **Administrative Update** – Accreditation is looming and Dr. Janice Noble mentioned that now is the time to begin developing teams. Previously, standards have been mapped to committees and a revised version will be presented to the College Council at their next meeting. Once approved individual standards will be sent to the various groups (Curriculum, College Council, Institutional Effectiveness, etc.) that are relevant to that particular committee. A recommendation to begin the process this semester and having the assigned groups review the standards and "fix" whatever needs to be fixed, would allow groups more time to dedicate to writing about the standard. The standards are expected to be out by mid-September for distribution to each group.

VI. **eLumen Update** – Scott Vigallon reported that reorganization of eLumen was completed over the summer.

An email will be sent soon with information pertaining to what is scheduled to take place in the Teaching and Learning Center. Repeated from last year, workshops for eLumen as it relates to coordinators and to instructors will be offered. New this year will be a workshop on Retrieving SLO Data for Program Review Updates scheduled for September 3rd from 12-1pm, and September 9th from 1:30-2:30pm. Even though instructions on how to retrieve the data is already posted on the SLO and Program Review websites, this workshop will provide the opportunity for individuals to ask questions about the process.

A last bit of information - eLumen has redesigned their entire website. It has taken on a completely new look, and the implementation of this new site for use by administrators and instructors has not been confirmed.

VII. **2013-14 Expectations** – Tina Inzerilla went over some of the goals of the SLO committee for 2013-14.

* Become more involved with Program Review process.
  Have the committee verify that SLOs have been added into eLumen, if it is reported and written in a discipline's program review.
* Accreditation
  Participate in the writing and updating of those standards associated with SLOs.
* Complete SLOs, Assessments, Degree and Certificate Outcomes.
  Develop a check list and encourage full and part time faculty to participate in the process.

VIII. **SLO Discussions Among Discipline Faculty** – There has been previous discussion on how to draw the attention of part-time faculty and have them work with full-time faculty developing SLOs, and encourage collaboration between the two groups. Tina Inzerilla displayed a template that was developed by Marilyn Marquis, which purpose is to form a validation that proves the complete process of developing a SLO has been followed by each discipline. She went through the document step by step explaining it thoroughly.

Discussion ensued that involved rearranging the content in the document, and replacing some of the wording to better draw out the type of information and state clearly what is to be included in program reviews. It was hoped that redesign and easiness of completing the document would evolve into added participation and increase the number of SLOs written by each discipline.

From the discussion came about researching a document or developing one that can explain the process in a step-by-step manner to reach those faculty who do not have a clear understand the process, or how to go about developing SLOs. A checklist will also be developed to accompany the instructions to make certain that the information contained in the SLO for program review is inclusive.

IV. **Review Of LPC Program List** - A need to review the list of program degrees for the college was discovered after Scott Vigallon realized that there were programs with degrees that had not been included. This was partly due to the fact that there was never a faculty member assigned to create a program outcome for these and other programs considered "generic." For example, there is no "go-to" faculty if there are students asking for course substitutions or general questions regarding a Liberal Arts degree.

After comparing the catalog addendum to the list that Scott had been keeping updated, he realized that the two lists did not match. Reports requested regarding substantive change showed 0-1 graduate in the "generic" programs. After discussing with Dr. Noble it was recommended that all programs, including those considered as "generic" have program outcomes. A suggestion was made that the SLO committee address this issue and perhaps take a stand or position of how this could be accomplished. For example, the Social Sciences degree has multiple disciplines represented that could get together and be able to write one or two SLOs at the program or degree level.

After a brief discussion an idea of how to begin the process was not formulated, although it may take the Academic Senate and the SLO committee to begin with involving the disciplines in some type of dialogue. After that perhaps the multiple disciplines can work among themselves and alternate creating SLOs on a 2-year rotating basis.

There was a discussion of assigning SLO committee members to the disciplines that have not completed their SLOs, assessments, or degree/certificate outcomes. A list of SLOs and assessments not completed will be brought to the meeting for assignment to committee members.

X. **Adjourned** – 3:20 p.m.

C.McCauley
August 2013