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## Approved Minutes

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### LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Meeting Name

#### Members Present (voting):

**Co-Chair:** John Ruys- Absent

**Co-Chair:** Ann Hight

#### **Administrators:**

Roanna Bennie

Don Miller

#### **Faculty Reps:**

Mark Tarte

Marty Nash

Kimberly Tomlinson- Absent

Akihiko Hirose

Gina Webster

#### **Classified:**

Scott Vigallon

#### Members Present (non-voting):

#### **Director of Research and Planning:**

Rajinder Samra-Absent

#### Meeting Guests:

Karen Spirn

Angelo Bummer

#### 1. Call to Order

Meeting called to order at 2:37pm

#### 2. Review and Approval of Agenda (October 24<sup>th</sup>, 2016)

MOTION to APPROVE Agenda

MSC: Vigallon/ Tarte /APPROVED

#### 3. Review and Approval of Minutes (May 2<sup>th</sup>, 2016)

MOTION to APPROVE draft minutes from May 2<sup>th</sup>, 2016

MSC: Nash/ Bennie / APPROVED- 3 Abstentions

#### 4. Review and Approval of Minutes (October 10<sup>th</sup>, 2016)

MOTION to APPROVE draft minutes from October 10<sup>th</sup>, 2016

MSC: Tarte/ Vigallon / APPROVED

#### 5. Program Review Readers: Ann Hight reminded all of the committee

members to contact their respective program committee member and their dean to provide their feedback to be included in the Dean's Summary. The committee members reported that it was difficult to find one time to meet with both their dean and program committee member. It was suggested that in the future the Dean's Summaries be coordinated via e-mail. The Dean's Summaries are due on November 14<sup>th</sup> so it was suggested that the committee members reach out to their dean to see when their feedback will need to be completed by. Ann Hight advised the SLO Liaisons to look for specific examples to put into the Accreditation Report of good reflections on the use of CLSOs and PSLOs. Roanna Bennie suggested to include items that were included in program review last year that are being reflected on this year, as those items would have entered the funding stream. For instance, we can highlight last years funded RAC equipment requests (available on the grapevine with the correlated SLO identified) and the hiring of classified professionals, which came out of program review. She also stated that she was impressed with how many good things there are to add to the Accreditation Report. The Liaison Reports while officially due today, need to be turned in by Thursday so they can be reviewed on Friday by the Accreditation Steering Committee. It was clarified that only best examples are needed for the Accreditation Report, they do not need to be exhaustive.

- 6. SLO sections for next Program Review (2017-18):** Karen Spirn reported that the Program Review Committee is just starting to design next year's full program review. It will need to be discussed in the SLO Committee what will need to be addressed and what questions should be in the full program review with regards to SLOs. She stated that the committee should keep in mind that while this is a three-year program review, but there has been some confusion as planning is not necessarily done three years into the future. We removed from the PRU the language that SLOs should be assessed on a three-year cycle, with the reasoning that SLOs are assessed every three years during program review. However, there may not be enough data going back three years to provide. The Program Review Committee has a goal of releasing the Program Review by Spring Break, so even though it is a longer document, it will have the same due date as the PRU updates of mid-October. That way programs have the option of working on their Program Review during summer. The SLO Committee will need to make a decision of what they would like to be included in the Program Review by February. It was clarified that the program review will look forward and back three years, but that is currently being discussed with Rajinder Samra in Institutional Planning. It is also being discussed whether to potentially restructure the triennial update model that we are currently using. Ann Hight stated that she believes that the initial intent was not to analyze all SLOs all at the same time during program review, but instead the intention of the SLO Committee within those three years all SLOs should be analyzed. A cycle of reviewing course level data each year for two years and then reviewing program level data on the third year was suggested. Ann Hight was also suggested that all program review include a remapping exercise, as there may have new SLOs and to make sure previous mapping is still correct. The question was also raised whether program review should include ISLO reflection. The Program Review Committee will be beginning to draft the new Program Review at the end of this semester.
- 7. Resolution on Independent Study Courses:** Ann Hight reported that at the last meeting there was a consensus from the divisions that independent study courses will not be assessed. John Ruys drafted a resolution to be forwarded to the Academic Senate for approval. Ann Hight stated that the goal of this resolution is to keep data reporting as a true reflection of the courses being offered. In addition to the independent study and colloquium courses, it includes dual listed courses, courses in families, and cross-listed courses to make sure that they are not counted twice. It was clarified that families include leveled courses in Kinesiology and Arts, which many times have the similar SLO's differentiated only to show progression. Roanna Bennie clarified that ACCJC would philosophically object to the inclusion of Families in this resolution as according to their policy each course in a family should have their own SLOs that show progression. She stated that practically as students in those leveled courses are in the classroom at the same time, from a faculty perspective many of the outcomes of the course will be the same. Currently, as a campus we may not yet be at a place where every course in a family has different SLOs. It was explained that Dual CRN courses are rare courses that span across multiple semesters. Cross-listed courses have the same Course Outline of Record and thus have same outcomes. The independent study courses would still have SLOs on the independent study contracts, but the information would not be entered into eLumen as the data would be of little value as the courses are individualized and thus only take place once. Colloquium courses are rarely offered and only to a few students. Scott Vigallon stated that these processes should be added to the Assessment Manual. The resolution currently states that all courses in a family would be treated as one, making it so that there would be less number of courses to be assessed.

**Resolution on Independent Study Courses**

MOTION to APPROVE the Resolution on Independent Study Courses

MSC: Tarte/ Bennie / APPROVED

8. **Feedback on ISLO changes:** Ann Hight reported that feedback was received via e-mail on the revised ISLOs. Respect and Responsibility is still being editing, specifically the language surrounding “communities”. She stated that she was not sure if John Ruys will request more time at the next town hall meeting for further discussion. The feedback received via e-mail was that Social Science felt left out of the conversation surrounding Critical Thinking and that instead the discussion was too math and science focused.
9. **List of Courses that need to be Assessed 2016-17:** There was a list created of courses that need to be assessed in 2016-17 that was sent out to the divisions. It was pointed out that some divisions are updating their SLOs, so they do not want to enter their data from last spring, but instead want to start fresh with their fall data. Discipline Coordinators have until November 21<sup>st</sup> to submit their new and revised SLOs to the SLO Committee so that they will be approved for Spring 2017. They will then put on spring syllabi. It was suggested that the SLO Committee have a special meeting to approved SLOs, as there have been so many new and revised SLOs. The idea of an e-mail notice was suggested to remind individuals to check their eLumen account for feedback from the SLO Chairs regarding their SLOs.
10. **SLO Webpage Edits:** John Ruys and Ann Hight have reviewed the SLO webpage and come up with edits to update the old language and to reorganize the page to be more user friendly. Those revisions will be brought to the next SLO Committee meeting for discussion.
11. **ACCJC December Workshop: Making Student Learning Assessment Useful and Used:** This is a ACCJC December 5<sup>th</sup> Workshop in Workshop in Burlingame. Roanna Bennie stated that there will be money for at least five people to attend. It was decided that an e-mail will be send out to the faculty to get a sense of how much interest there is to attend this workshop and then go from there on deciding who should attend this semester.
12. **CLSO Review:** TABLED: CLSO's were not reviewed during this meeting
  - a. Old Business:
    - i. PSCN 28: Orientation for International Students
    - ii. PSCN 3: Introduction to Counseling Theory
    - iii. PSCN 6: Introduction to Counseling Case Management for Human Services
    - iv. THEA 48A: Tech Theater in Production Beginning
    - v. THEA 48B: Tech Theater in Production Intermediate
    - vi. THEA 48C: Tech Theater in Production Advanced
    - vii. THEA 48D: Tech Theater in Production Management
    - viii. THEA 50: Stagecraft
    - ix. THEA 50L: Introduction to Stage Lighting
  - b. New Business:
    - i. HIST 1: Western Civilization to 1600
    - ii. HIST 2: Western Civilization since 1600
    - iii. HIST 7: US History through Reconstruction
    - iv. HIST 8: US History Post- Reconstruction
13. **PSLO Review:** TABLED: PSLO's were not reviewed during this meeting
  - c. Old Business:

- i. None
- d. New Business:
  - i. History AA-T
  - ii. Speech AA
  - iii. Theater Arts AA
  - iv. Theater Arts AA-T
  - v. Administration of Justice AS-T
  - vi. Administration of Justice AA
  - vii. Music AA
  - viii. Mass Communications AA
  - ix. Journalism AA-T
  - x. English AA
  - xi. English AA-T

### 14. SAO Review

- e. Old Business
  - i. None
- f. New Business
  - i. None

### 15. Administrative Update

Roanna Bennie

Roanna Bennie stated that she was happy that she was able to attend today's meeting, as she has not been able to attend before due to a reoccurring district meeting at the same time. She commended the committee on their work so far this semester. The ACCJC report is coming together well. She will send a request to College Council to have some SLO Liaison reassigned time for spring, though it will be at a lower CAH. There has been a lot of positive feedback regarding the SLO Liaisons.

### 16. Adjournment- Meeting adjourned at 4:24 PM

### 17. Next Regular Meeting (Monday, November 14<sup>th</sup>, 2016)