STUDENT LEARNING OUTCOMES COMMITTEE
Meeting Minutes
November 3, 2008

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<td>Jim Gioia (St. Svcs.)</td>
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<td>Mark Tarte (MSEPS)</td>
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<td>Richard Grow (BCAT)</td>
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<td>Lauren Hasten (SS&amp;W)</td>
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<td>Katie Eagan (A&amp;C)</td>
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<td>Tina Inzerilla (A&amp;C)</td>
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<td>Chris Lee (St. Svcs.)</td>
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<td>Laurel Jones (Admin.)</td>
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<td>Scott Vigallon (Classified)</td>
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<td>Amber Machamer (Admin.)</td>
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<td>Gina Webster (SS&amp;W)</td>
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<td>Jan Noble (Admin.)</td>
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<td>John Williams (Admin.)</td>
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<td>Andrej Hrycaj (Student Rep.)</td>
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<td>Sharon Gach, Admin Asst</td>
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(Decision & Action items in Bold, Research items in Italic)

Lauren Hasten, Chair, opened the meeting at 2:30 pm., in Room 2411A.

I.  Set Agenda  
The agenda was set as drafted.

II. Review of Minutes  
The Minutes of October 6, 2008 were reviewed and approved with no changes.

III. Chair’s Update  
No new updates this month.

IV. eLumen Update  
Tina Inzerilla shared that a new eLumen release has been available since October 7th. There is a new report available on this version; she will review it and send information when her teaching schedule permits. Other changes are aesthetic; including one title which changed, but the content is still the same. She also mentioned that the Student Portal (“The Zone”) will be previewed on Nov. 19th and SLO verbiage has been added to this site.

V. College Update  
Lauren Hasten reported on behalf of Laurel Jones about a letter from the California Federation of Teachers (CFT) to Chief Instructional Officers (CIOs) on their interpretation and request for amendment of the ACCJC standards relating to learning objectives. Lauren will send a copy of the letter to the committee which, in part, states that the SLO standards intrude on the collective bargaining rules mandated by the State Department of Education, and requests that the ACCJC state its’ intentions in regard to existing law. This appears to be a difference of opinion and purposes between entities, as WASC/ACCJC is a private accrediting organization by which colleges agree to be accredited, and the State has different requirements of the colleges.

It is well documented in our SLO Minutes that there has been much discussion and widespread campus dialogue regarding SLOs, which shows that LPC has made good decisions and faithfully intends to abide by ACCJC standards where at all possible, and to the extent that they do not conflict with State law.
VI. “Topics of the Month”

A. Flex Day Debriefing

a. Course Level Update: A great deal of work was done on October 7 Flex Day – 100 SLOs were written, bringing the completion rate to 52.23% of SLOs written.

b. Program Level Update: Program Level SLOs were discussed in one flex day meeting, in which about a dozen Program Level Outcomes were written. Lauren will email an Excel sheet and further information to Divisions to work on program level outcomes. Please mention at Division meetings to continue working on these. Richard Grow asked if program level SLOs need their own rubrics; these do not need a rubric. Program level SLOs flow up from course level SLOs, and there are no assessments required at the program level, therefore no rubric needed.

c. Paper Forms Available: Paper forms for writing SLOs have been created; please let your Divisions know these can be filled out quickly and sent to Lauren for inputting. There was a discussion about whether there should be a place on the form to denote which core competency each SLO speaks to – it was decided to table this discussion for now until the relationship between SLOs and core competencies is further delineated.

d. “Closing the Loop” – The committee feels that a Town Meeting dedicated to SLOs is needed during Spring Term. Amber and Lauren will discuss the urgency for this with accreditation with President Pollard. It is suggested that the first half of Town Meeting be presented by several faculty, with dialogue, and the second hour be for small group work. In addition, the eLumen training on closing the loop on SLO evaluations could be demonstrated in the first hour, which has not been taught to most people yet.

B. Accreditation Self-Study

Lauren distributed the portions of the Accreditation Self Study on SLOs (SLO Abstract, Draft, and Standard I, Planning Review). This has been written and reviewed by some committee and administrative members, and she asked that the committee review it further for other additions/changes, and return comments to her by November 17th.

C. Adjuncts

a. Adjunct Participation and Pay Status: Lauren read an e-mail response from Laurel Jones regarding Adjuncts’ SLO writing and pay status. Several points were discussed including:

   o The H.R. department is reviewing contract interpretations with the collective bargaining unit; if the committee has a recommendation Laurel will be happy to take it to the president and H.R.

   o Jim Gioia mentioned that this matter may be seen as an opportunity for Adjuncts to participate in an important process. Even though payment is not available at this time, experience would be gained.

   o He also asked if it will be possible to get to the 80% SLOs written without Adjunct participation; and Lauren said this will not be possible.

   o There is, then, parallel discussion – one being the problem of the push/pull to write SLOs with no easy fix before Fall 2009; and the up-side is that there are a lot of people talking about SLOs.
o The SLO Committee is providing valuable input to articulate these issues on FT/PT/who writes SLOs – which discussion could be put into an “issues paper” for bargaining units and others to use as a guideline for discussion. Amber will email her thoughts to the committee to start this and will compile the start of an issues paper.

o This written discussion could also be placed as a narrative link in the Accreditation Self Study and Standard I. This will show that LPC has studied many aspects of the SLO situation, has wrestled with difficulties inherent in the ACCJC standards plus State Law and bargaining units, and has made maximum progress despite the difficulties.

b. Lauren brought the discussion back to how to continue writing SLOs even with the lack of payment to adjuncts. Fulltime faculty could try some of the following to assist Adjuncts to write SLOs:

o Briefly discuss or send friendly emails to their Adjuncts with the question, “Can you think of one SLO for your course?” or “What is the one thing you would like your students to learn from your course?” – This is the first SLO.

o Use the SLO form to ask the above questions; sometimes a hand-written note is more convenient for someone.

o Lauren will be glad to assist in writing these points into SLOs for the Adjuncts.

o Lauren asked Committee members to take their course lists back to their divisions and ask their colleagues to point out which courses are taught exclusively by adjunct instructors. Once she receives this information, she will separate the spreadsheet into two documents -- one for courses taught by full-time instructors, and one for courses taught exclusively by adjuncts. This should allow us to generate more realistic data.

D. “Check-in” on Items Discussed at the Last Meeting

a. Plans For Rotating Assessments – Amber reported that scheduling the rotating assessments is going fine and she will continue to make appointments with faculty. Committee members - please take the lead on this with lead faculty in your Division.

b. Review of SLO Webpage for Faculty -- small group evaluation (Lauren, Tina, Mark) and/or survey? Lauren, Tina and Mark felt that they had looked at the webpage so often they would not like new viewpoints on the page.

o A survey was discussed, using the Zoomerang website, asking all faculty to review the SLO Webpage, and offering a random drawing for a gift to all participants. In addition, if there is low response, the committee may need to ask 10-12 specific faculty for their quick review of the site to get new ideas and input.

o Types of questions discussed: navigability, 2-3 content questions, can you find what you need, is the tutorial useful, what more would you want, is this page useful in an ‘SLO crisis’?

o Also try to find out: who is using the site, how are they using it, ways to advertise the site.

c. SLO Webpage for Students. (Subcommittee: Lauren, Christine, Jim, Tina, André). It was asked, does the Portal have enough SLO advertising – Yes, Tina has put SLO information on the Student Portal, with a link to the SLO website also. Jim has a class assignment (sample distributed) on ‘Focal Course Assessment” to get students thinking about outcomes they need to focus on. Thus far, students have limited ideas on how to find the SLOs.
- Jim will suggest a tutorial on the Student Portal with a Definitions page, and page to link to all SLOs by course for ease of use.
- The SLO song rights are still being researched, and it would be great if the Student Portal and SLO song could be launched together.
- Amber and Jim mentioned again that this is all about student learning, not just passive grading. We are moving toward student-based goals of learning and soliciting the outcomes that students want to have.

E. Reminders to faculty (A.K.A. Talking Points)

   a. Within each department, full-time faculty should decide how many sections of each previously assessed course to re-assess this semester.

   b. While adjunct participation is optional, the Committee would like to encourage adjunct faculty members to become involved in the assessment process. Lauren is available to train adjunct faculty one-on-one or in departmental groups, in person or over the phone; Tina is preparing a tutorial webpage.

   c. Within each department, full-time faculty should agree on two NEW courses to assess this semester. The Committee recommends that each time a new course is assessed, all sections be included in the assessment – including those taught by adjuncts (where they are willing).

   d. Each major, discipline, and Program should begin developing Program-level SLOs so that we can have them in place for the WASC visit next year.

   e. Forms for creating course and program-level SLOs are now available; they may be downloaded from the faculty SLO website, filled out, and emailed to Lauren for entry in eLumen. PLEASE PUBLICIZE THIS FACT TO YOUR COLLEAGUES.

F. Reflection: What else should this committee be doing?

   *Other items mentioned for the SLO Committee work included data use – how to use data for more effective teaching.*

VII. Other

Discussion of Timeline on SLO Website - It was asked if there is a Timeline on the SLO Website, and there is one. One suggestion is to change the time frame from/to:

- Add “Reflection Time, through Spring 2010” [formerly: “through Fall 2009”].
- Amber will update the Gantt chart for this change.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Sharon Gach
Administrative Assistant

Next Meeting: December 1, 2008 - 2:30 pm – Room 2411A