

**STUDENT LEARNING OUTCOMES
STEERING COMMITTEE
Meeting Minutes – November 5, 2007**

Name	Present	Name	Present
Jim Gioia	X	Maureen O’Herin	X
Richard Grow	X	Michael Schwarz	
Lauren Hasten		Scott Vigallon	X
Tina Inzerilla	X	Lisa Weaver	
Laurel Jones	X	Gina Webster	X
Amber Machamer	X	Kristy Woods	
Marge Maloney	X		
Amanda Cervantez, Student Rep.	X	Sharon Gach, Admin Asst	X
Melissa Cervantez, Student Rep.	X		

(Decision & Action items in Bold, Research items in Italic)

Ms. Hasten, 2007-08 Chair, opened the meeting at 2:30 pm., in Room 2411A.

I. Set Agenda

The Agenda was set by consensus as altered upon Lauren Hasten’s absence, and is attached to these minutes.

II. Review of Minutes

The Minutes of October 1, 2007 were reviewed and accepted by consensus, without change.

III. Chair’s Update

Lauren Hasten, Chair, was absent for health reasons. Her report will be made next month.

IV. eLumen Update

- A. Offsite Access - Tina Inzerilla reported that Steve Gunderson has assurance from the District business office that the eLumen invoice will be paid this week. Steve will then get it running as soon as possible. Dr. Jones will ask Steve who he talked to at District office, and investigate.
- B. Math Training for eLumen – Kristy Woods held a training for Math adjunct and fulltime instructors; they discovered that eLumen is not deleting students immediately when they are dropped from the class. The process takes a week for a drop to occur, due to weekly uploads from Banner. Kristy Woods asked if a flag could be placed in eLumen when a student is dropped, and a discussion ensued of whether students should be removed when dropped, or just a flag placed by the name. [Added students are working correctly.]

Discussion included:

- o If just a flag for drops, instructor has the option to include name or not.
- o If instructor does not press the radio button, student is not counted currently.
- o If a student drops then reinstates, the previous data reactivates.

The consensus of the committee was that: Before the census date the adds will be added, and the drops will be removed from the eLumen list. Request eLumen to place a radio button by each name, so that after the census date it will be up to instructors whether to include a dropped student with the results.

It was noted that LPC is assisting eLumen in making logical, usefulness, and programming decisions for their product.

V. SLOs and Institutional Efficiency

Laurel Jones distributed two handouts which she recommends be distributed at the Town Hall meeting on Dec. 5th, at the Accreditation breakouts during the second hour. The WASC rubric was recommended to use by CIOs who have recently undergone accreditation. Laurel reviewed all the standards and noted that the WASC team is especially looking for:

- "... I.B. Improving Institutional Effectiveness... making a conscious effort to improve institutional effectiveness..." She distributed abbreviated copies of the standards with all the SLO references highlighted.
- Standard #7 – Effectiveness Reviews: "...professional and sustainable quality improvement..." This is under the area of Continuous Quality Improvement, in which planning and other process-based information take place.
- Under Standard #7 – Effectiveness Reviews (refer to Long Beach City College) are referenced in the standards' Table of Contents. Laurel noted that we are not in the planning phase to be able to use an effectiveness review similar to LBCC, however it could be useful as dialogue in which SLOs fit into the Institutional Effectiveness area.

Laurel noted that LPC is in the last group to be accredited in 2009, therefore more will be expected of the college.

Big Red Book/College Goals - Amber brought up a discussion of the "College Goals" in the 'big red book'. These were written as narrative, rather than points which could be evaluated. However goals were discussed at length, but not evaluated *per se*. Laurel suggested we present the Big Red Book to the college community and ask for feedback, this could engender useful community discussion for college goals. She said that Institutional Effectiveness is where the planning loop is closed, and shows why the college is excellent. Amber mentioned that the Big Red Book was very good work, and we need a way to pull it all together into a Summary report; and asked how can we start a college-wide discussion to bring together cohesively all the many course/program/college goals to be quantifiable.

Richard asked if there is a way to see an example of a division or department's SLO data and how it rolls up to the Institutional Effectiveness level. This would help the MSEPS instructors. Laurel said she would be happy if we just get the one-page handout on the rubrics done; and later develop this more within the College's Institutional Effectiveness discussion.

Laurel said that each college does their master planning differently; LPC's was done by narrative in the Big Red Book. The difficulty with this is that there are no goals or benchmarks to judge; and no rating on whether the planning was effectiveness. Numerically rated systems seem to be better consensus builders.

Amber recommended that once we put the Goals into a numerical formal we will be able to see how much we already do and how our goals measure up. Laurel said that she will post on the Academic Services website several Effectiveness reports and methods, under the "Institutional Effectiveness Models" tab.

VI. College Update

Amber will report on the focus groups information at the December meeting; there are two focus groups left to run.

VII. “Topics of the Month” (First Hour Only)

A. Deadline Issue – All faculty members have been asked to write up to ten SLOs and enter them, along with assessments, into eLumen, by the end of this semester.

1. How can we monitor progress toward completion? eLumen is not able to run reports on this (at a later date we’ll be able to export data into Excel and sort by any column).
2. It was suggested to send a polite reminder to faculty of the goal above, and encourage each to complete their SLOs.
3. Lauren has been meeting one-on-one with Instructors and progress is being made.
4. A few instructors have completed with Amber a map of their timeline of which terms their courses will be offered and when they will write those SLOs. [Amber used Banner to map courses by term; a reminder will be sent telling instructors which courses are needed in which terms. She has a grid and will check off when each course has SLOs written.]

It was decided by consensus to:

- Have Lauren, Amber and Tina meet, **review the course grids** and in which each term courses are taught.
- Lauren to **send a polite reminder** from the SLO Committee to faculty of the goal to write up to ten SLOs for each course, and review with them which terms their courses are taught,
- Then **encourage each to complete their SLOs**, and offer to meet with them to coach or assist as needed. Also send the grid with timeline goals to the SLO leads; give them names of the departments which need assistance and ask them to assist with getting their SLOs written by Dec. ____.
- Lauren has the SLO ‘Lead Instructor’ list.
- After Fall term is over, Lauren, Amber and Tina **meet again to check on the grid completion** for the Fall term, and report back to SLO committee, to see if more assistance for instructors is needed.

Jim suggested that for the December Town Hall each department meet in a separate room and work through their own SLOs. Laurel will check on the second hour of Town Hall to see if that is available. [update: December TH second hour is already dedicated to Accreditation.]

VIII. Focus Group (Entire Second Hour)

The focus group for Accreditation was held for the second hour of the meeting.

IX. Other

No other business was discussed.

Next Meeting: Monday, December 3, 2007.

Sharon Gach
Administrative Assistant