



**STUDENT LEARNING OUTCOMES STEERING COMMITTEE
MEETING MINUTES - November 6, 2006**

Name	Present	Name	Present
Carolyn Baranouskas	X	Laurel Jones	
David Boehm	X	Stuart McElderry	X
Moh Daoud	X	Amber Machamer	X
Jim Gioia		Carlos Navarro	X
Teresa Henson	X	Maureen O’Herin	X
Lauren Hasten		Michael Schwarz	X
Tina Inzerilla	X	Scott Vigallon	X
Marjan Sharifi Student Rep.	X	Christian Blanco Student Rep.	X
		Sharon Gach, Admin Asst.	X

Dr. McElderry, Chairman, called the meeting to order in Room 1603 at 2:30 pm. He asked Ms. Gach to see whether room 1603 is available on most meeting dates, as it better accommodates the group.

Dr. McElderry asked that each person state their name and department as there were several new members present and introductions were made.

I. Workshop Report/SLO Update

Dr. McElderry began with a review of the Agenda, and said that he will hold the Accreditation and Budget sections until the end of the meeting. He reminded everyone that the LPC Fall 2009 Accreditation survey will depend upon the work of the SLO Committee, in educating faculty on use of SLOs, and changing/integrating current course outlines to work with the SLO process.

Dr. McElderry reported that although the two Friday SLO workshops for faculty were not well-attended, we are “getting there” in regard to orientation of faculty toward the November 15 deadline of course level outlines being submitted.

Several Committee members requested that examples of good course level outlines be sent to the Division heads, for distribution to faculty. (Dr. McElderry and Ms. Inzerilla to do).

II. eLumen Demonstration/Nomenclature

Ms. Inzerilla reported that eLumen is now installed and she is waiting for the *Banner interface to be completed*. She showed some Demo screens and opened a discussion of “Field Names” and related information. (See Handout, “Initial Set Up of eLumen Software”.)

Ms. Inzerilla took detailed notes on Field names requests from the Committee and will implement them in the next version of eLumen software.

Of note were:

- The first Demos will be done with the vanguard group of Math, Anthropology, English.
- Each overall Student Learning Outcome (SLO) has to be assessed.
- The scale is generally 0 – 5; 5 = High level of understanding. 3 = Acceptable, etc.
- Some disciplines will need to have a different rubric, perhaps more or less units to rate on (e.g., Applied Technology is Pass/Fail = 0 or 1 Rubric; Social Sciences could have more units to rate on = 0 – 10? Scale.)
- Ms. Inzerilla said the system will probably not be able to allow for global scoring.

- Nomenclature: Committee agreed to use:
 - Discipline = Course
 - Department ≠ Discipline
- Ms. Inzerilla will ask eLumen what “All Courses This Term” means.

As this discussion ended, Dr. Machamer reminded the Committee that in District discussion of an SLO software product that Chabot College “was not yet ready to make a decision, and stated that they would go with whatever LPC chooses.” She stated her expectation that those discussions offer a guarantee by the District that LPC faculty will not have to learn a second software product, and that eLumen is the District’s choice.

Confidentiality Discussion

A discussion of confidentiality, anonymity, evaluations and purpose of SLOs ensued.

- Ms. Hanson relayed a concern among some faculty that the SLO ratings not be tied to faculty evaluations.
- Dr. McElderry responded that this would be a violation of faculty contract and that it is a college policy to assure that this will be vigorously upheld.
- Dr. Navarro said that the Committee has been and will continue to make it assertively clear that data will not be used in violation of policy. He mentioned that “This is a teaching and learning tool only.”
- Dr. Machamer mentioned this is not a punishment vehicle and reminded the committee that each discipline only sees their own section of scoring, and that all others see only data in aggregate. We are already assessing learning, now we will be stating desired outcomes and evaluating our teaching in relation to those outcomes.
- Dr. Navarro suggested that on the SLO website there be printed the policy and FAQs similar to concerns above, assuring that the confidentiality of data will be upheld. He also said that the “meat of the effort is that this is a collective responsibility for the quality of all college academic programs,” and that the purpose is to see the aggregate of student learning at LPC.
- Dr. Machamer agreed that SLOs are to assess overall student learning, and can show gaps in learning and instruction not addressed in other way. In addition the college must implement SLOs as the ACCJC cannot accredit community colleges with an incrementally progressive program in place.

Dr. McElderry summed up this discussion with the reminder that this college is a supportive environment for instructing and learning, for faculty and students; and that there have been no incidents in the current system for misuse of data.

III. Looking Ahead to Spring 2007

Dr. McElderry opened a discussion of possible timeline scenarios for training faculty in use of eLumen and writing their course outlines in relation to the needed rubrics.

Discussion and **Consensus** included:

- **Start with a Spring Pilot Program.** Ask three to five disciplines (“The Vanguard”) to use eLumen for Spring 2007; and “get a buzz” going about the ease of use, how-to’s for adapting syllabi, etc.
- Each discipline will need to plan from the beginning of its Syllabus, and write the Syllabi with the SLO rubrics in mind. **This may take until Fall 2007 for some disciplines.**
- Could other disciplines or individual faculty also experiment with eLumen and rubrics before they are officially asked to begin? Consensus: **Yes.**
- Could some faculty do “paper rubrics” rather than go on eLumen? **Ms. Inzerilla strongly felt that this would be a waste of faculty time**, as training and implementation does not take long.
- **Ms. Inzerilla shared that:**
 - A team leader from each discipline will **put their rubric into eLumen** (approximately 70 faculty members). The time commitment for this would **only be about 20-30 minutes** per discipline, after the course outline and rubric are written out by the faculty members.
 - The time commitment for **each faculty to train on eLumen is only about 1 hour each.**
 - The first rubrics written in each discipline do not have to be the best they will ever be – **“just begin, and then improve.”**
- Dr. Navarro relayed Dr. Jones’ plan that an **iterative development plan** is perfectly fine. ACCJC needs to see that LPC is starting SLO implementation; and **future semesters should show improvement upon past semesters.**
- **Ask for a Fall 2007 faculty flex day on SLO training.**
- **Ask for the April Town Meeting, second hour, for SLO orientation.**

Information Needed from Dr. Jones Jones

- Shall we apply for an LPC Foundation Grant to fund additional expenses?
- Agreement on above Consensus items.

IV. Accreditation: What We Need To Know

In the interest of time, Dr. McElderry asked the Committee to take the handout “Excerpts from ACCJC Accreditation Reference Handbook” and *review it prior to the next meeting*, on Dec. 4th. There are many standards the college needs to address before the Fall 2009 Accreditation, and the Committee will discuss these when Dr. Jones is present on Dec. 4th.

V. SLO Budget

Dr. McElderry distributed the SLO Budget as it is approved. Ms. Gach explained the budget with a total amount of \$20,000. It has several areas of undefined funding that can be moved to other line items as necessary, depending on where the committee feels extra expense is needed.

The meeting was adjourned by Dr. McElderry at 4:25 pm.

NEXT MEETING: MONDAY, DECEMBER 4, 2006. 2:30 p.m., Room 1603.

Task List / Target Dates

Task	Who	Target Due Date	Completed Date
1. Send good examples of course level outlines to Division head and SLO Committee.	Ms. Inzerilla/ Dr. McElderry	11/14/06	
2. Complete Banner interface in eLumen.	IT Dept.	11/30/06	
3. Request April Town Hall, second hour, for SLO Orientation.	Dr. McElderry	12/4/06	
4. Schedule Fall Flex Day for SLO trainings.	Dr. McElderry/ Dr. Jones	?	
5. Review Accreditation Standards handout from 11/6/06.	All	12/4/06	

Draft Timeline for eLumen/Rubric Training (11/6/06)

Date	Tasks
Fall 2006	Begin Planning for Spring – first-level faculty trainings. Three-five disciplines to begin with eLumen. Schedule training dates.
April 2007	Roll out the eLumen tool
	Ask “The Vanguard” of 3-5 disciplines Math, English, Anthropology & TBD) to do the first run of eLumen.
Summer 2007	Assess eLumen use and training with Vanguard group.
	Re-work training sessions and eLumen screens as necessary.
Fall 2007	Flex Day training for eLumen and writing Syllabi for rubric use.
Spring 2008	
Summer 2008	
Fall 2008	
Spring 2009	
Fall 2009	ACCJC ACCREDITATION