



**STUDENT LEARNING OUTCOMES STEERING COMMITTEE**  
**MEETING MINUTES – February 5, 2007 – 2:30 – 4:30 pm**

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Carolyn Baranouskas		Laurel Jones	X
David Boehm		Stuart McElderry	X
Moh Daoud	X	Amber Machamer	X
Jim Gioia	X	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.		Christian Blanco Student Rep.	
		Sharon Gach, Admin Asst.	

**1. Welcome**

Another semester of student learning outcomes; Tina and Stuart have already been busy working with presentations and with eLumen; SLO training was given to the new faculty and it was very successful.

**2. Spring Semester Goals**

- A. Vanguard: Math, Anthropology, English; History will be continuing with eLumen training and look at the completed assessment tool; assessment of course level SLO; additional course level SLO; begin program level SLO.
- B. Academic Services: Additional course level SLOs and rubric workshops along with a completed assessment tool (deadline needed); assessment tool may be unique to the discipline (Art or Creative Writing being unique in its ability to be measured, etc.).
- C. Student Services: SLO development and eLumen want to work with student services to work them into the planning and development; DSPS program has a rubric draft developed; may need to look at other colleges and what they have done with student services.
- D. Workshops: Developing assessment tools (rubrics); want to get people something to get started with and need to get people to come to them; town hall meetings may not be enough time and we need to go to division meetings as well.
- E. Additional Training: Write “Getting Started on Rubrics” manual: draft to committee for March 5<sup>th</sup> meeting: want rubrics to be a part of the dialogue for

faculty to engage in for rubric development; the possibility of rediscovering the discipline and teaching; assessment may be a living thing and need to be changed in accordance with the rubric. Professional development training can also be done in the new PDC/Innovation Center beginning in the fall semester.

- F. Plan Fall Flex Day: How to use eLumen; demo what has been done by one of the Vanguard groups.
- G. Study/Revise Fall SLOs: Study and revise the fall SLO with possible revision of website.

### **3. Questions about Goals**

- A. Do we have contact information from the committee should they request expertise in a specific area? Who do we contact in a specific section of the process?
- B. Next meeting we will take a look at the website and brainstorm a way to revise it and improve it. Add the strategic plan to the site; possibly add discipline specific planning to the website for other faculty to review and for accreditation purposes.

### **4. eLumen Update**

Not everything is up-to-date and need to have at least one additional semester; eLumen is not done making the changes we had asked for but have sent us screen shots but they are not completed; disciplines will need to be involved in the testing process; we have fall semester loaded but not spring; there is an initial load being done for this semester; we may need to figure out how often we upload eLumen; can be taken care of with using the not applicable function. Last meeting a screen would have a list of actions that could come up on the screen. Amber sent around hard copies of action brainstorms; can we possible scan the assignment into eLumen; may be helpful for new and adjunct faculty members to have; possible cyberfolder for curriculum and SLO and assessment in that link; possible need for online portfolio link as a possible expenditure.

### **5. Accreditation and SLO**

Possible recommendation and planning to accompany the Accreditation process.

Submitted by,  
Laurel Jones