

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

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

Dr. McElderry called the meeting to order at 2:30 pm. Introduction and welcome to new student representative, Laurie Myers.

I. Minutes

The minutes of February 5, 2007 were reviewed and approved.

II. eLumen Update - Tina Inzerilla

- Database up and running with Spring and Fall loaded. Currently testing with Christie or Lauren.
- eLumen working on Student Services input now. Outcomes will be done by March 30.
- Everything looks good and on track for training April 2.
- Pointed out that eLumen will just be used once each semester, to do the assessments of how students are meeting the goal(s) of each discipline.

III. Rubric Handout and Discussion – Stuart McElderry

Dr. McElderry handed out the first draft of a How-To manual for development assessments for SLOs and the committee read through it. Received feedback and some people will email Dr. McElderry with further suggestions within one week.

- Scott Vigallon will put on SLO website week of March 12.
- Will use this handout at the March 7 Town Hall meeting.
- Discussion of difference of SLOs and curriculum standards.
- Discussion of scales and rating types for various types of courses (i.e., Math, Social Science, etc.), and various types of testing (multiple choice, essay, 1 correct answer, etc.).
- Does faculty need some training on statistical analysis? Dr. Machamer asked Dr. Jones to convey her thoughts that it may not be useful to have much in-depth statistical overview at this time. Some on Committee felt training for faculty on use of **Teichert (?)** scales, EPSCO and APA references could be useful.
- Perhaps will start with new faculty in Fall 2007 to pilot basic information on scales and determine how useful. [was this re: faculty use of scales, or faculty rating students on scales?]

IV. College Core Competencies & SLO Competencies – Dr. Laurel Jones

College Core Competencies were created some time ago and they are very good and well thought out. Dr. Jones opened discussion for this committee to consider whether the LPC General Ed competencies will be able to intertwine and serve also as the Student Learning Objective overall goals. She referred to handout “LPC General Education” Core Competencies for the Title V areas of General Education.

- The Core Competencies (CCs) are so well written and broad-based that they could be applied to each discipline for SLOs.
- Dr. Jones met with the Curriculum Committee which said it makes sense to them to use CCs for the SLOs, however they would not want to review the SLO committee work or have a vote on the SLO adoption of the competencies.
- Discussion included:
 - It makes sense to use the CCs that are already working so well.
 - Could always change/revise later as necessary.
 - Curriculum Cte wants its own agenda separate from SLO committee.
 - A flow was recognized from: learning outcomes, to general education competencies, to program level planning, to AA degree assessments. This building block flow could be assessed for further college AA degree strengthening at a later date.

There were no objections to adopting the CCs for the SLOs. However, Curriculum Committee is still working on finalizing the competencies, and the SLO committee asked Laurel Jones to return with this question for a vote after the Curriculum Cte finishes its work.

V. SLO Website – Scott Vigallon

Mr. Vigallon put the SLO website on-screen for discussion. This Website began with the philosophy of posting each document the committee reviewed, for education and openness to the faculty and administration. It is now in need of a clean-up and reorganization for increased usefulness. Various ideas to streamline the site were discussed:

- A smaller group could meet and reorganize the site and bring suggestions back to the committee (sub-committee volunteers are: Scott Vigallon, Laurel Jones, Stuart McElderry, Carlos Navarro).
- Add completion dates or “completed” on the listed goals.
- Revise the timeline, keep updated timeline posted (“as of __date__”).
- Add an Archive section?
- Faculty Helps Section
 - “Write an SLO” 4 pgs;
 - “Training in SLOs” (today’s handout);
 - a link to Bloom’s Taxonomy (already there).
 - Post good and not-so-good examples – with a “How to Fix a not-so-good SLO”.
 - “What is the #1 thing or skill you want your students to get out of this class?” – There is your first SLO.
 - “In 10 years, what do you want your students to remember about this class?” -- another SLO!
- Maureen O’Herin could help with the second part of clean-up – other links to other useful college SLO writing sites,
- Add a link for Students: “What is an SLO” ; “How students can use SLOs to increase learning.”

VI. Other

A. Accreditation Linkage – Dr. Laurel Jones - The WASC accreditation annual report is coming due and has SLO questions in it which are very important. She will bring a copy to the next meeting for discussion.

Lauren Hasten asked which is a better order to pursue institution-wide SLO planning : All disciplines have 30% of SLO tasks done; or go discipline by discipline to achieve 100% before moving on to a new discipline. Dr. Jones said that WASC judges by the college's plan and if it has kept its' own timelines, or reported why timelines not able to be kept. WASC will ask for project mapping and achievements, and move to pedagogy (eLumen reports, tracking) for further analysis of college progress. Dr. Jones feels we should stick to our current plans.

B. Discussion of Refinement of Process and Disciplines Which Need Assistance

Dr. Jones brought up the topic of continuing to write SLOs for each discipline, even before the first eLumen assessments are done. It is good to have 2-3 SLOs for each course, and if they need alteration, change them later. That also shows we are doing evaluation and re-tooling which is essential to keep this a dynamic function. Lauren Hasten said that, in fact, the SLO *writing* is much easier than the assessment piece.

The committee discussed creating a new deadline for adding the second and third SLOs.

Also, at least one discipline is having trouble getting started writing their **first** SLO, and the committee feels it is time to offer help in this regard.

There was a consensus that Dr. McElderry would write two memos:

1. **For areas that have no SLO written** - We must have at least 1 SLO from each discipline done by May 10. If your area would like committee help, someone would be glad to attend your department meeting and give guidance. (Perhaps some areas need a facilitator to put the various thoughts together.) If 1 SLO is not written for each discipline by May 10, it will need to be written over the summer by the SLO committee.
2. **For areas that have one SLO written, and the course is being taught in the 2007-08 academic year** – We now need to work on adding SLOs 2 and 3 for each discipline.
 - a. **For disciplines that have many courses taught each year** (e.g., 8 courses over the 2 semesters) : For Fall 07 write at least 1 more SLO for only 4 of the courses; and for Spring 08 write at least 1 more SLO for the other 4 courses. In other words, split up the courses so not all 8 courses need to have the 2nd and 3rd SLOs written in one semester.
 - b. **For disciplines that do not have many courses over the 2 semesters**, if the course is taught in Fall 2007 write at least 1 more SLO by the end of Fall semester. And if taught in Spring 2008 write at least 1 more SLO by end of Spring semester.

C. Town Hall Fall 2007 - It was also agreed to target a late Fall 2007 Town Hall meeting for SLO reviews, by discipline. This could be done by taking the second hour of Town Hall and breaking into disciplines with a committee member present, to help each area assess their SLOs and create new ones as needed.

Meeting adjourned at 4:30 p.m.

- Sharon Gach