

STUDENT LEARNING OUTCOMES COMMITTEE

Meeting Minutes

April 13, 2009

Name	Present	Name	Present
Jim Gioia (St. Svcs.)		Mark Tarte (MSEPS)	X
Richard Grow (BCAT)	X	LaVaughn Hart (BCAT)	
Lauren Hasten (SS&W)	X	Katie Eagan (A&C)	
Tina Inzerilla (A&C)	X	Chris Lee (St. Svcs.)	
Laurel Jones (Admin.)		Scott Vigallon (Classified)	X
Amber Machamer (Admin.)	X	Gina Webster (SS&W)	
Andrej Hrycaj (Student Rep.)		Jan Noble (BCAT Dean)	X
Rajeev Chopra (BCAT)	X	John Williams (SS&W Dean)	X
Katerina Penccheva (Student)	X	Sharon Gach, Admin Asst	X

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

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

I. Set Agenda

The agenda was set with one change: Under Topics of the Month, add at the beginning: "A. ACCJC – New Requirements Regarding SLOs."

II. Review of Minutes

The draft minutes of March 2, 2009 were approved as written.

III. Chair's Update

A. SLO Song – Student Video Contest

1. ASLPC Funding - In Andrej's absence Tina reported that during the ASLPC discussion and vote about donating some funds for the SLO Video contest, there was mixed reaction in the meeting. Basically the contest doesn't exactly fit into their funding requirements, and they were concerned there was not enough advertising, and that only one student would get a prize. However, the vote was called for and the objectors abstained, therefore funding from ASLPC in the amount of \$100 was passed for the Student SLO Video contest. The ASLPC asked that more advertising be done such as up front on the home page and ClassWeb, say what prize is, do radio ads; and faculty try to spark interest in SLOs. Lauren thanked Tina for this report and presenting the contest to the ASLPC.

The ASLPC also related that they hope SLOs will be placed on syllabi which is the easiest place for them to find them, know them, and understand them. Amber will take this information to Academic Senate on April 15th.

2. Bookstore Funding – Mark made a request of \$250 to the put Bookstore Committee. He will find out soon the determination and let Lauren know.

3. Deadline Extension – The committee discussed the tight timeframe for the contact, and decided to extend the deadline to October 1st. This will be publicized on the increased advertising. Ideas for increased advertising are:

- Express Newspaper – Lauren will do.
- Beef up link on home page
- Make a flyer to post
- Send email thru The Zone to students - Scott.
- Publicize and discuss casually on a movie night – Rajeev
- Try to organize a table at a student table event from 11 am – 1 pm (short time) (EXPO, Club Day, etc.) Ask Nancy Wright/ Cynthia Ross when next event. No one available for this semester; for Fall semester: Rajeev, Richard can volunteer.
- Put a flyer in the Freshman orientation packet. Ask Chris Lee deadline to insert.

IV. eLumen Update

Tina said there was nothing new to report. She and Katie discussed the Independent Study (29's and 9's) and finding some generic wording; they will try to disseminate that example to others for simplicity.

Rajeev said that an SLO discussion was held in the BCAT Division and people promised to write theirs and asked when the next cumulative update might be ready. Lauren said that this is a manual and very time-consuming process and she will try to have this for next meeting: May 4th.

V. College Update

None.

VI. "Topics of the Month"

A. ACCJC – New Requirements for SLO's

1. Lauren read to the committee the recent memo from ACCJC which requires that SLOs be placed in each syllabus. She had emailed the memo previously to the committee (and it is attached to these minutes). The WASC March newsletter issued this regulation. Lauren will go to Faculty Senate and let them know this new piece of the standard also. In part, it reads:

"First, student learning outcomes must be on every syllabus - ACCJC is editing the standards to change 'learning objectives' to 'student learning outcomes.'
Second, ACCJC also expects to see SLOs on the document used by the institution to define its official curriculum, which would mean the Course Outline of Record."

Clearly this is in conflict with our interpretation of the standard as well as the consensus previously reached around this matter. We must now begin a dialogue at every level (Academic Senate, Faculty Association, etc.) to discuss and determine how we plan to respond to these new demands. The SLO Steering Committee therefore encourages you all to begin this conversation

at your Division meetings and to carry your opinions and ideas back to the AS, the FA, and the Committee.

Discussion included:

- There is really no choice about doing this or not, if we want to remain accredited.
 - The decision about the syllabi does not happen in this committee, but in the Academic Senate, FA, and the union. Those bodies are the proper place to take the responsibility to make the decision; the LPC accreditation is bearing on their actions.
 - This committee has discussed putting SLOs on course outlines/syllabi for almost two years.
 - If WASC warns us and we don't get accredited, may have a short time to get done, probably during the Mid-Term which is 2 years.
2. In light of these new requirements, the SLO Steering Committee recommends that instructors who are able to do so begin including their SLOs on syllabi. This is only a recommendation.

The discussion around incorporating SLOs into Course Outlines has yet to begin; clearly this is something to which we have historically been opposed.

- It was asked will our compliance or non-compliance affect our Articulation? This will need to be researched.
- Rajeev mentioned that one problem with putting SLOs into course outlines includes the thorough but slow curriculum process. It does make sense to put them in there. There is a lot of effort to go thru curriculum committee. However, it makes sense that SLOs should be organic.
- Does the question of SLOs on course outlines need to be voted by the Curriculum Committee? Amber believes not, that we can separate out the processes.
- Rajeev asked how does the State Ed Code relate to the WASC rules. The Ed Code and WASC/ACCJC are two separate entities. If push comes to shove we have to follow the law of the State Education Code; in other words, we could still be legal but not be accredited.
- It will need to be researched whether the coming new CurruNet software has an SLO module.
- Mark voiced concern about community opinion. If WASC gives LPC a warning or the two years to fix the situation, he would be concerned about community members sending their students here.

Lauren summarized with committee options preparing for our Accreditation Survey and further discussion held:

- A) State that “the college does not meet the standard,” however, the faculty is working on putting SLOs into course outlines; we are ‘in process’. This may be acceptable during our Accreditation site visit.
- B) State that we are not putting SLOs into course outlines, and here is why... {state position of Faculty Senate and F.A.}.
- We have limited choices, we can bring a tone of “here are our choices and we need to make a decision of either A. or B, above” to the Academic Senate and unions.

- Amber suggested to try to get over our own angst about this regulation, and bring people to productive place on this, here are the cards we are dealt, and let's change what we can and continue to document our position as a committee.
- Amber suggested that we start to talk more in Division meetings -- not about "do we or don't we", but "HOW we do this; it is the policy, and our accreditation may rest solely on this matter."

Recommendations of the SLO Committee:

- The SLO committee agrees to recommend that the Faculty Senate determine it is necessary to place SLOs on course outlines.
- In light of these new requirements, the SLO Steering Committee recommends that instructors who are able to do so begin including their SLOs on syllabi. This is only a "recommendation".
- The SLO Committee offers to help streamline the curriculum process, and will research other ways, consistent with laws and standards.

Lauren asked the committee to please read full newsletter from ACCJC to be informed in future Division, Senate and union discussions.

B. SLO Website Survey Results

Scott reported that there was nothing surprising in the SLO Website survey. Most people have not gone to the website, even the people who have used eLumen. Out of only 36 total responses, the ESL faculty are percentage-wise the only department utilizing the information page. No one is using the tutorials, however, 82% say they "will use it in the future" – which likely means they know they have to do it but are not ready/ don't have time yet. The Software would not let Scott find out the number of hits from outside compared to the inside.

Since the eLumen tutorials are not utilized, and people still call Lauren for help, it was the Committee's consensus to not keep the tutorial updated, as it is a very time-consuming job for Tina and Scott.

The Committee discussed whether to continue to update website. Since people are not using it the Committee felt there was no need to put more effort and time into the SLO website – not good use of time for teaching people eLumen. One-on-one teaching is what really works. All concurred.

Lauren proposed that in future the committee consider a Student Page on the website. Discussion of what content would be on that sort of page can be put on another meeting agenda. Perhaps much of the same information as the faculty pages, but re-written for student centered understanding.

C. Core Competency College Portfolio Project

Amber brought up the topic of a non-data, non-numbers example of proficiency in LPC Core Competencies. In addition to the eLumen reports a "College Portfolio" would go through each core

competency, and faculty would turn in samples of student work that shows mastery and proficiency. This would be another way to show accreditation agency what competency at LPC looks like. It would be totally voluntary among faculty and students, and could be student-anonymous. It would be a simple, fun, and light way to show the qualitative nature of LPC's core work, in a more narrative form. Just ask for volunteers to submit – no big thing this time, just volunteer and see what we get. It, of course, would not statistically robust, but would give a qualitative feel for our Student Learning Outcomes, and Core Competencies. We would keep the tone more academic, since arts and music and drama are already presented to the public.

Mark wondered if a student agreed to have their work shown might they be eligible for some extra credit? We would emphasize that this is strictly voluntary; lots of people may be excited to share our excellent student work.

How would this be presented? Similar to what Fredda Cassidy does with student Visual Communication displays downtown, at the library, etc., we would be “Communicating Quality to Our Community”. The college is to ensure the quality of our students' work to the community. The work could be mainly electronic and have some hard copies for the accreditation team.

Other uses for these samples would be to utilize at the High School Parents' Night; have DVD's of what one can learn at LPC; any type of public outreach. This could be a virtual, and perhaps a real, gallery of student space. We could even create DVDs of continually running of student work, perhaps in new Student Services/Administration Building.

The SLO Committee thought this was an exciting venture to pursue.

D. E-Portfolios

Scott presented, for information purposes, the concept of student e-portfolios. This is a website where students can input their content created for a class, upload it to an e-portfolio website to give to the instructor to assess all in one place, to show to potential employers, or as a brag book for students. The concept is really taking off around country. In the Innovation Center Scott is looking for student volunteers which would be only \$5 per student for the volunteer cohort. These are being used for K-12 students and all through college. Scott will set it all up for students. Completely up to instructor whether to have student use e-portfolio or paper. E-portfolio is portable. Students may want e-portfolio and can use it even if instructors don't require it. Privacy issues? Provide for privacy if student requests. All up to instructor; what on there, does instructor monitor for legal or not; just a test drive, if we end up using, then put criteria. Scott showed an example on screen.

Committee comments included: wary of having so many places in life to check; if The Zone works to bring everything together e-portfolios may just be another task; Jim Gioia has researched e-portfolios and recommends them; it is capable of creating a 'tag' content (key word) to pull up key words for employers, future schools, to search in student work; some colleges have this as a main requirement that each student must have before they leave college.

Scott said this might catch fire, might not, this is just a voluntary pilot group to explore. It was asked if Jim is already piloting this? Scott will check with Jim, if so, can use one of his student's examples. One purpose is to help students to get jobs. Return to this at next meeting, after Scott researches,

E. Course Level SLO Update

This was discussed briefly at the beginning of the meeting in the percentage report update. Lauren asked if faculty have come to members for assistance. Tina said a large number of people from A&C have asked for her help. Rajeev has had BCAT staff ask for help. There were some mistakes discovered in the eLumen list, a number of course errors, and courses no longer offered. People need to continue to give that feedback. Lauren will provide new numbers at the next meeting.

F. Major/Certificate Level SLOs

- a. Goal Setting
- b. Strategies for Completion

In the interest of time this will again be tabled for the next meeting.

G. Town Meeting Wrap Up

Amber complimented Lauren on the excellent Town Meeting presentation. She received feedback on a great job, with very useful and informative material, and presented in a very even tone. Lauren felt it will be important to see some results in the number of SLOs being written.

The committee reviewed the Town Meeting conversation after Lauren's presentation, which was more about roles and responsibilities, faculty needing more time for non-teaching work, recommendations for another flex day, and additional flex opportunities. It was noted that the Calendar Committee is in the contract, and discussion of how flex days are scheduled and occur. A casual estimate was made that 20% of faculty volunteer for committees and extra work most of the time, and it would be nice to have a flex day where everyone comes in and helps with a requirement. Lauren will put a discussion of flex day on the agenda for next time.

VII. Other

None.

The meeting was adjourned at 4:25 pm.

Respectfully submitted,

Sharon Gach
Administrative Assistant

Next Meeting: Monday, May 4, 2009- 2:30 pm – Room 2411A