

**STUDENT LEARNING OUTCOMES
STEERING COMMITTEE
Meeting Minutes – April 7, 2008**

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

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

Lauren Hasten, Chair, opened the meeting at 2:30 pm., in Room 1602

I. Set Agenda

The Agenda was set with one change: Dr. Jones has an announcement before the Chair’s Update.

II. Review of Minutes

The Minutes of March 3, 2008 were reviewed and approved by consensus.

III. Announcement

Dr. Jones said that it has been agreed to have a Flex Day on October 7. There will be several topics and SLOs will be one. Chabot will have this flex day also.

The committee discussed whether Adjuncts could attend also and it decided to make a recommendation to the Faculty Senate to give the opportunity for adjunct faculty to be able to participate if they would like to. This is an instructional day and the college gets State credit at any rate. Adjuncts would not be paid extra, nor would they be docked pay if they do not attend. Lauren will draft and send to Faculty Senate, and recommend it from there to Chancellor Kinnamon.

IV. Chair’s Update

A. Statistics from Fall 2007

Lauren distributed the handout of statistics, saying she re-did them from Fall 2007 and they look more encouraging. She will send these stats to the committee. The committee went over the leads for each department and names were attached to areas; committee members agreed to contact anyone they know or work with, to ask if they can assist and encourage them.

Also Committee members will use the spreadsheet to talk to people in their Divisions in April; Lauren will also email talking points before April 21st.

A number of departments have SLOs written but not yet input; committee members will encourage folks to put them into eLumen soon.

IV. eLumen Update

Tina Inzerilla was at a conference and the eLumen software seems to be working fine now.

V. College Update

None.

VI. Topics of the Month

A. Feedback from March Division Meetings

❖ Clarification: Two Courses Per Instructor, Vs. Two Courses Per Department

Lauren said she has emailed and told people that the SLOs are two courses per Department (not per instructor); as she mis-spoke recently and had to correct herself.

❖ Plans For Rotating Assessments – How To Motivate Faculty To Do This?

Amber said that the plans for rotating assessments are going slowly; she will remind people soon as she gets a window of time to do so. Currently there are 5 departments with timelines.

❖ Publicizing SLOs; Let's Agree on a Plan

Suggestions from divisions were many and included: Make it easy; no real consensus but a lot of varied ideas; No opposition but no 'big' ideas; We can offer faculty to put SLOs on syllabi but not require it; Put them all on one SLO website.

Melissa Cervantez reported that she is on the committee to work on a new Portal for students to access information and services, perhaps SLO link or tutorial for students can be in with this new Portal.

The committee feels we should just start publicizing in a few key areas, and improve over time. We want to be able to show WASC that we have been publicizing SLOs since (date), and improving and adapting our publicity over time. ASLPC would like a link from the student web page to the SLO page. Scott's input: He can create a list of SLOs by course (alpha by course) directly out of eLumen; and is willing to update it once a month. The eLumen report will list only courses with SLOs.

It was agreed to start with these top 3 areas to publicize SLOs:

- 1. Class-WEB – link to other sites (TBD) from there**
- 2. Faculty web page**
- 3. Student Life web page**

Lauren would like to collect suggested verbiage for creating about one paragraph on “What Is an SLO” for the publicity web pages. Kristy will draft a suggestion to do with measurable objectives, what the generality of the course goal is, and articulation to a UC or CSU.

Lauren said that there is a way for a feedback loop from Banner to eLumen, she will ask Tina how this would work.

B. SLO Web Page

Lauren said there have been no problems with the SLO web page. She asked the committee if there is a concern about posting the statistics with course names, instructor names and some zeroes. The committee felt this could remain off the web page for now. There was discussion of reassessing the SLO page; this was just done last summer; our site looks great compared to other colleges'; no reassessment needed at this time.

C. Program-Level SLOs

❖ Guidelines for Program Level SLOs

The committee decided to spend part of the October 7th Flex Day to introduce/work on Program Level SLOs (P.L. SLOs).

- We'll need mentors and good examples for that session.
- This will be our intro session to P.L. SLOs; need to create a list of which departments/courses feed into which majors/programs, and which feed into General Education.
- Should we plan for a training session on eLumen on flex day? We'll need to consult with Tina and see what the timing schedule is for the day.
- Start gathering good examples of program level SLOs for the flex day.
- Start to look for (and budget to compensate) an expert to speak to faculty on P.L. SLOs (Los Medanos has experts in English and Math areas and can speak for about 45 minutes).

What are P.L. SLOs?

- Our interpretation of WASC's requirement is that there is no need to conduct assessments at the program level; just to match course level assessments to a program SLO.
- Start with writing the program level goal and then match the courses to them; don't need to match a course with a program level goal.
- We could have a P.L. SLO with only one course that speaks to it, but it has to be a required course.
- Core Competencies and P.L. SLOs – these may turn out to be very similar or the same.
- If there is no program for a course, it will get folded into the General Education SLOs (e.g., Math has no certificate or major, so will be under Gen Ed).
- Conceptually the P.L. SLOs may already be done, we need to analyze them all together and put them on paper.
- Kristy has a list she will share, of what employers are looking for, that may be useful for the P.L. SLOs for certificate programs.
- Be thinking of P.L. SLOs and matching them with course SLOs.
- Amber mentioned we can think about how students interact with the curriculum, with the General Ed required courses, and their major courses feeding into higher courses.

- Cabrillo College may be a useful resource for the General Ed area.
- Laurel said that the college has applied for GE and IGETC certificates so we may know about this by the Fall term.

❖ Timeline for completion?

Let's see where we are after October 7th flex day, and plan from there.

The meeting was adjourned at 4:05 pm.

Respectfully submitted,

Sharon Gach
Administrative Assistant

**Next Meeting: May 5, 2008
2:30 pm – Room 1603**