Lauren Hasten, Chair, opened the meeting at 2:30 pm., in Room 1603.

I. Set Agenda

The agenda was set as drafted, with one addition for the Chair’s Update, a report on the SLO workshop recently attended by Lauren and Amber.

II. Review of Minutes

The Minutes of April 7, 2008 were reviewed and approved with two changes, in italics below:

- VI. A, Publicizing SLOs, “The eLumen report will give a report of **only courses with SLOs** give a complete list of all courses, not just the ones with inputting SLOs.”
- VI. B, Program level SLOs? “What are Program Level SLOs – *Our interpretation is* Per WASC that there is no need to conduct assessments at the program level…”

III. Chair’s Update

A. SLO Workshop – Lauren mentioned that after she and Amber attended a workshop at Skyline College they both felt that LPC is doing very well. Many colleges are not as far along as LPC; two colleges never did any SLOs, received a WASC “warning” and will need to be re-reviewed. Many colleges have not chosen a software reporting program. Lauren and Amber ended up educating and advising other attendees in their sessions. Conclusion: LPC is a trend-setter in SLOs.

B. Committee Thank You – Lauren thanked the Committee for their work this year in helping colleagues to become more knowledgeable and write SLOs. She realizes that the committee assignments may change for next academic year, and appreciates everyone’s contributions this year.

C. Flex Day/October 7 – Lauren asked the committee to think about helping out in the flex day workshops on SLOs. Since this committee has learned so much this year, it would be very helpful to have their knowledge to assist others on flex day. If anyone is able to help a little over the summer to create the workshop that would be useful also. [Further discussion in Section VI. A., Flex Day Planning.]
IV. eLumen Update

A. **New Release** - Tina said that the latest release, 3.1, was installed last Friday which involves minor changes. She plans to make changes to the tutorial as soon as she can. The committee felt that Tina does not have to update the tutorial every time there is a new release, just for significant changes. Tina said she will make sure there is a good update to the tutorial before the August 13th Adjunct Fall orientation.

B. **Training Adjuncts on eLumen** - Lauren mentioned that Laurel was discussing having a section in future Adjunct orientations on SLOs and eLumen use. (What is an SLO; How to access eLumen and the tutorial; Who are the contact people for Q&A, etc.). Lauren will check with her on this.

For ease of future training of Adjuncts on eLumen, department leads could be requested to tell Tina which Adjuncts are teaching each term; and Tina would be able to schedule appointments to assist them methodically. It was mentioned that creating a password in eLumen is a manual process.

V. College Update
None

VI. **Topics of the Month**

A. **October Flex Day Planning**

After discussion, the initial plans are to have three workshops for the October Flex Day (with Committee members volunteering to facilitate/lead as needed):

- to assist faculty to finish entering their SLOs, and finish putting assessments and data into eLumen (need a facilitator);
- to provide a forum for faculty to gather together in small groups to begin establishing Program-Level SLOs (Lauren and Tina); and
- to assist faculty to "close the loop," so to speak, and figure out how to link SLOs to program growth, budget requests, and etc. (Amber and _tbd_).

There was some discussion of whether we should pay outside speakers to present a subject. The committee tabled this idea for a future time, considering how far along LPC is compared to others at the Skyline SLO workshop mentioned earlier.

B. **Program-Level SLOs** – was not discussed.

C. **2008-09 Priorities** – Various discussions were held, on these topics:

1. **Training Adjuncts on Writing SLOs** - Lauren brought up this question for the committee to think about for next year: Should FT faculty be asked to train the Adjuncts in writing SLOs? It is clear that the SLO committee cannot do all the training with the few people on the committee. Lauren reminded us that the Academic Senate agreement was that Phase I SLOs would be required for full-time faculty and optional for adjuncts.

   The committee goal is to have SLOs written for every course, therefore adjuncts will need to be involved at some point. Training could be in two sections: on the technical (eLumen) piece; then FT faculty work with Adjuncts on their department-specific SLOs.
There was a discussion of existing SLOs, as they were written by FT Faculty and where possible and practical sought adjuncts input. Should those SLOs stay the same when adjuncts begin writing their SLOs. At this time it was felt that when Adjuncts begin writing SLOs for the courses they teach, if an adjunct suggests SLO change, it would be best to consider the change per the Adjunct’s input.

2. Future Recommendations to Senate on Adjuncts & Timing – Lauren mentioned that to keep on track with the SLO / Accreditation timeline, this committee will need to make a recommendation to the Academic Senate early in the new academic year about when Adjuncts will be asked to write SLOs for their courses, and how to proceed with this. There was a brief discussion of whether to recommend something for this in May to apply to the Fall term, but the committee feels there is too little time to think it through for the Fall term. This discussion will be revisited in September.

Richard said he had planned to start training Adjuncts on eLumen and SLO writing in Fall 2009; the committee felt that this would be a good idea. Departments could be encouraged to voluntarily start training Adjuncts when the department lead is ready.

3. Rotating Assessment Cycle – Amber said the discussions above speak to the college plan of completing the Rotating Cycle of Assessments that Amber has been working on with FT faculty. Amber will update the chart of which departments have let her know which courses will be assessed in which terms. This is crucial if we are to set goals for the College as a whole and determine a reasonable workload for the faculty.

This also relates to the Program Review process, and it would be great for the department leads to meet with Amber to see where best to bring Adjuncts into the SLO writing cycle.

4. Various Topics/Reflections for Future Committee Work

A. Pilot Run – Amber mentioned that our recent experience from Fall 2007 through Summer 2008 was the Pilot Run to get everyone’s feet wet on SLOs, including campus-wide dialogue for a future long-term SLO plan. Different departments have different needs and the committee has been willing to be flexible.

B. Amount of Future Compliance - The question of how much compliance the committee should ask of the faculty in future was discussed. Should there be a certain percentage to strive for, or certain number of courses? Is a goal of 50% of GEs completed/ written, and 30% of total courses, sufficient?

- Currently we have 50% of GE SLOs created and 30% of total course SLOs completed.
- Currently we have assessed 4% of GE, and 3% of “Total courses” able to show WASC a greater improvement.
- It was mentioned, if Faculty do not write/assess SLOs, the Program Review funding may be withheld.

C. Long-Term Goals – Discussion included:

- WASC has no guidelines for long-term goals, such as should every section of every course be assessed.
- This committee can set guidelines, but WASC has nothing to say about percentage of compliance, etc.
- There was mention that each College is to develop its own 2- to 10-year cycle of how many courses will be assessed.
Lauren suggested the committee think about it this way: the first assessment be of every section; and subsequent sections could be a sampling, with a minimum of 1 section per course.

**After discussion it was agreed that the recommendation of the committee is:**
- First Semester: assess 2 courses, all sections (same rec. as before)
- Second Semester: assess 2 new courses, all sections (same rec. as before) + Same 2 as first semester *but a sampling of sections this time, minimum of 1 section → NEW* 
- If a change needs to be made for a department, this could be a suggestion to the SLO Committee.

**D. Publicize SLOs** – Should the Committee make a plan now? A discussion was held regarding should instructors discuss SLOs with students, and if so, to start when? There was consensus that students should hear about SLOs from instructors, and our student representatives agreed that this would be helpful to students.

**It was agreed that instructors can begin informing students of SLOs when they are comfortable, with further recommendation to be made to Senate in September. In addition, when the new student Portal is established this would be another way to publicize SLOs.**

**5. Future Planning** - A brainstorming discussion of “Priorities for 2008-09” was held including:
- Departments to complete their “First 10” SLOs (finish this goal from Fall 07 and Spring 08); as this was planned as a “pilot run” of our assessment procedures;
- The current plan for SLOs runs through Fall 2009. Next year (January 2009 and on) will be spent assessing our achievements to date and, through campus-wide dialog, constructing a plan for the next several years.
- Remind faculty about the existing plan for the next round of assessments (each term assess 2 old + 2 new courses):
  - Fall 2007: 2 courses;
  - Spring 2008: 1st 2 courses, plus 2 more;
  - Fall 2008: drop 1st 2 from Fall 2007; reassess Spg 08’s 2 courses, plus 2 new courses;
  - Spring 2009: drop 2nd 2 from Spg 08, reassess Fall 08’s 2 courses, plus 2 new courses;
  - Fall 2009: drop 3rd 2 from Fall 08, reassess Spring 09’s 2 courses, plus 2 new courses;
  - **October 2009: WASC Assessment Visit**
- Assess this “Pilot Run” – Is it working? What are the roadblocks?
- How to solve the situation of multiple sections?
- Create the next plan.
- When to bring in Adjunct instructors?

**6. Recommendations for May Division Meetings** – Lauren summarized the above discussions into these points, and will e-mail them to the committee and FT Faculty:
- Faculties are asked to have their assessment data entered into eLumen by Thursday, June 5th – the same day the final grades are due.
Faculty leads are strongly encouraged to meet with Amber Machamer to schedule the rotating assessment of all courses in their program/department.

By the end of this semester (Spring 2008), faculty SLO achievements should include:
- SLOs written for up to 10 courses per department and entered into eLumen (accomplished last semester);
- assessment descriptions for each SLO entered into eLumen;
- assessments conducted by all full-time faculty for two courses in each program or department (accomplished this semester);
- corresponding assessment data entered into eLumen (accomplished this semester).

The SLO Plan calls for the following goal for next semester: That faculty re-assess the two courses being assessed this semester (assuming the courses are offered again) while choosing two NEW courses to assess.

The committee recommends that faculty attempt to assess ALL sections of the two NEW courses, including adjuncts in the process wherever possible.

The committee recommends that faculty decide for themselves, within their departments/programs, the number of sections of the two PREVIOUSLY ASSESSED courses to be re-assessed, as well as who will participate in the re-assessment.

The Committee recommends that instructors begin introducing the concept of SLOs to their students where practical, as they will begin showing up on the LPC website next year.

VII. Other

A. Student Services Update – Jim
Jim mentioned that the counselors have been to a meeting recently to look at how to use data in defining counseling programs in relation to SLOs (and other things). He would like Student Services/ Counseling to have a separate pullout session for SLOs on the October 6 flex day. The committee agreed this was an excellent idea.

B. Completion Chart – Richard asked that Lauren e-mail an updated completion chart to the committee, which she will do.

Lauren again thanked the committee for their leadership in this year of hard work.

The meeting was adjourned at 4:25.

Respectfully submitted,

Sharon Gach
Administrative Assistant

Next Meeting: September 8, 2008
2:30 pm – Room 1603