

**STUDENT LEARNING OUTCOMES  
STEERING COMMITTEE  
Meeting Minutes – May 7, 2007**

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

(Decisions in Bold, Research items in *Italic*)

Dr. McElderry opened the meeting at 2:30 pm.

**I. eLumen Update**

Ms. Inzerilla reported that the eLumen Student Services section is now done; the Library will also use the Student Services module. She also said that the eLumen staff are on track to complete their programming by May 15<sup>th</sup>.

Dr. Jones asked if the eLumen software and our server are capable of storing and backing up all of our SLO data, Ms. Inzerilla assured the Committee that all is in order for data safety according to current technology and backup procedures except for backups are not sent offsite. Dr. Jones asked if the eLumen program will be able to help with the core competency data also; Ms. Inzerilla said that this could be done by a report of the active core competencies.

It was also asked when Chabot begins using eLumen, how will each college be structured within the eLumen program and server? *Ms Inzerilla will research this as to whether there are separate data sections, or how Chabot’s data will be sectioned off, and sorted/queried separately.*

**II. Assessment Rubrics**

The handout “SLO Timelines and Responsibilities” (Fall 2007 through Fall 2009), was reviewed and discussed. This timeline was created by the incoming SLO Committee Chair Lauren Hasten, and presented in her absence by Dr. Jones.

Dr. Jones said that she and Ms. Hasten have discussed presenting these ideas, and that LPC is at a decision point of when to push the SLO work forward more effectively. Choices to discuss at this meeting include:

- “Do Our Best Now/Ramp Up” for increased speed in creating and assessing SLOs

OR,

- “Limp Along” as we have been; with the likely outcome to that would be not having enough work done by Accreditation in October 2009, and being given 6 months by WASC to complete an assigned number of SLOs, and being reassessed.

Discussion included:

- Academic year 2007-08 is a ‘free year’ to work on SLOs, the college could get a lot done with no other goals conflicting with SLO work
- The faculty has already had an extra year to begin thinking about and working on SLOs

- The Committee prefers to ramp up the timing now while there is time to give SLOs full thought and effective work.
- Offer the August 16 Flex Day as “This is your day and time to get your SLOs done – here are the tools, and here is a Trainer to assist you!”
- One member suggested that the Committee leave SLO writing up to each discipline to continue to decide when and how to meet to write their outcomes and rubrics. Most others on the committee felt some stronger assistance and suggestions should be made to faculty to move forward at a quicker pace in order to have a more favorable outcome for the October 2009 Accreditation.
- Dr. Jones will discuss with the Deans how to help facilitate their Divisions’ opportunities to meet in disciplines and have some hands-on trainings/work sessions to get their rubrics done.
- Another possibility to accomplish more SLO writing is to pay Adjuncts to write SLOs, or hire others to write their SLOs for them (review the “Completed SLOs List” and if most courses unwritten are taught by Adjuncts, this means there are time limitations in their schedules preventing them from writing their SLOs). [See item V. Other Business, B. Completed SLOs by Program, below.]

The timeline currently requires for Fall 2007:

“..all disciplines to have developed **one** SLO with accompanying assessment and implementation for each course taught that semester...”

The proposed “Timelines and Responsibilities” list was again reviewed, with the **following decisions**:

- **Disciplines which have written several SLOs keep writing new SLOs.**
- **Disciplines that have many courses, just write one SLO per course, during the term they are taught. The discipline would complete all courses’ SLOs before going back to refine past-written SLOs. (Goal: write as many courses’ SLOs as possible before Fall 2009.)**
- **Change Fall 2007 goal to: All disciplines will have developed five SLOs for courses taught in Fall 2007 with accompanying assessment cycle...**
- **Change Spring 2008 goal to: All disciplines will have developed five SLOs for courses taught in Spring 2008 with accompanying assessment cycle...**
- **Put clear deadlines and timelines into the schedule.**

Other discussion included: It is up to each instructor to assess “critical thinking”; Math department may need more information/discussion with a Trainer to determine the subjective ratings and if students have met them. **Dr. Jones and Ms. Henson will meet to discuss adjunct-taught courses and how best to get SLOs started for them; however, each FT faculty will write their five SLOs for courses during Fall 2007.**

**It was decided that Drs. Machamer and Jones would continue working on the Timeline and e-mail to the committee a revised schedule based on the above discussion.**

There was discussion of questions regarding courses with 10+ sections and several instructors and how to coordinate this. It was discussed that each instructor can use a different rubric tied to the course outcome, however, there need to be the same number of points on the assessment scale for accurate statistics data. Reminder: A “Rubric” is used to “assess”.

Other questions discussed were:

- How can the committee empower disciplines to meet and create space and time for SLO work? -- **Continue to ask disciplines and the Deans to promote time for SLOs**
- What is the specific plan to involve faculty on August 16<sup>th</sup>, and state directly that “this time is for SLOs only, not working on Division business.” -- **Work with Melissa Korber and Academic Senate to emphasize the importance of SLOs.**

Dr. Jones asked each committee member to share in their upcoming Division meetings that the SLO Committee is ramping up and to be prepared for more information, help and work in August.

### III. Institutional Outcomes: Course-Embedded Model

Dr. Machamer presented a diagrammatic example she created to illustrate Institutional Outcomes with a Course Embedded Model (Method #1: eLumen Data Summaries). See Handout attached.

- Starting from the bottom of the handout showing Basic Skills and capturing that data in eLumen, to...
- Building the GE/Electives/Transfer/Services showing the courses and services that map to each of the General Education Core Competencies and the Major (if stated)
  - Courses/Services that Map to: Communication
  - “ “ to: Critical Thinking
  - “ “ to: Creativity and Aesthetics ←
  - “ “ to: Respect and Responsibility
  - “ “ to: Technology
  - “ “ to: required for the MAJOR
- Provides for Assessment of course work and assurance that students who earn AA/AS/Transfer Ready do meet the Core Competencies.

<ul style="list-style-type: none"><li>• Faculty Measurement work happens at this course level.</li><li>• eLumen sorts and categorizes student achievement of Rubrics</li></ul>
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Jim Gioia mentioned that Counseling has been looking into e-Portfolios for students to enter their plans, courses, and how they fit their AA/AS/Transfer goals; viewable by student and counselor. Dr. Jones mentioned the e-Portfolios could possibly also be used for the Learning Skills Committee work.

Dr. Jones also recommended that the Certificate of Achievement (non-credit) be put on the LPC Website as a stand-alone section, and discuss how/if this relates to SLO's at a later date.

Ms. Henson brought up discussion of the Basic Skills section on Dr. Machamer's diagram, in relation to: the State not having yet decided how to define Basic Skills; looking at how the MIS system defines it; and that the situation with Math will probably change. It was discussed how to illustrate Learning Skills on the diagram, and Dr. Jones felt that Basic Skills is inclusive of: Developmental Education, Special Populations, ESL, and Learning Skills, and that the phrase "Basic Skills" is sufficient on the diagram. Perhaps these could be listed as a subset under Basic Skills, and the Basic Skills section could be centered on the diagram.

*It was asked if Learning Skills counts for Basic Skills apportionment, and Dr. Jones will look into this.*

### IV. Fall Planning/Agenda

#### A. Flex Day, August 16

The Committee would like to plan the August 16<sup>th</sup> Fall Flex Day for SLO Assessment Rubric Training, plus writing of at least one rubric per course at this Flex Day. ***One of the SLO Committee/Faculty members needs to work with Melissa Korber, President of Faculty Senate, to schedule August 16 for this training and any follow-up trainings needed.***

Mr. Vigallon proposed that the Multi-Disciplinary Building (MD Bldg.) Innovation and Training Center be used for this training as the technology and facility will be up and running and state-of-the-art.

## B. eLumen, Outcomes, and Rubrics

Inter-rater reliability was discussed and whether WASC gives more credibility if this has been done. WASC does take this into account, and our SLO Committee has determined that if departments choose to do inter-rater reliability they may; however, departments are not required to survey for inter-rater reliability. Dr. Machamer encouraged faculty to get started writing SLOs without worrying about every detail of reliability or impact, as these items can be fine-tuned at a later date.

## V. **Other Business**

### A. Approval of Minutes

**The minutes of the April 2, 2007 meeting were reviewed, and approved with a few name corrections from Tina Inzerilla. Final minutes will be placed in the official SLO file and on the SLO website.**

### B. Completed SLOs by Program

Dr. McElderry distributed the handout showing each Programs' progress on SLOs (Assessment Tools written, Assessment Ready, and input into eLumen". The list was reviewed and discussion held on how to get adjunct-taught SLOs written. Ideas included:

- Provide a stipend to one adjunct in course area, to work with the Dean and the Trainer
- Ask a fellow FT faculty in a "like" area to write SLO
- Ask an administrator to write SLO.

The committee went through the list to determine the courses where adjuncts are the only instructors, these will need the most attention to move forward. **The committee concurred that Dr. Jones should pursue hiring Adjuncts to write these SLOs and look for a way of providing a stipend for payment of their time.**

*Dr. Jones expressed appreciation to outgoing Chairman Dr. Stuart McElderry for leading this committee and members also thanked him for his work.*

**Next Meeting:** Date to be arranged with notification by e-mail.

The meeting was adjourned at 4:30 pm.

Sharon Gach  
Administrative Assistant