

# STUDENT LEARNING OUTCOMES COMMITTEE

## Meeting Minutes September 14, 2009

Name	Present	Name	Present
Lauren Hasten (BCATSS)	X	Eric Harpell (MSEPS)	X
Elizabeth Hopkins (A&C)	X	Chris Lee (St. Svcs.)	X
Mike Sato (A&C)	X	Scott Vigallon (Classified)	X
Greg Daubenmire (MSEPS)	X	Gina Webster (BCATSS)	X
Amber Machamer (Admin.)		Neal Ely (Admin.)	
Helen Nguyen (ASLPC)	X	Sharon Gach, Admin Asst. (Classified)	X

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

Lauren Hasten, Chair, called the meeting to order at 2:32 pm., in Room 2411A.

### **I. Set Agenda**

The agenda was set as drafted.

### **II. Review of Minutes**

The draft minutes of May 4, 2009 were approved as written.

### **III. Chair's Update**

A. SLO Song – Student Video Contest: The contest will end on October 1<sup>st</sup>; thus far there are no entries.

1) Funding/Promotion: We need to locate additional funds to promote the contest.

2) Please promote in your classes!

B. Student SLO Website: Is up and running, thank you to Scott Vigallon! It is located at: <http://www.laspositaswollege.edu/students/slos.php> . All SLOs from LPC classes are listed on CLASS-Web (middle column/ Las Positas College links/ right above the payment info). There are 33 pages of SLOs.

### **IV. eLumen Update**

Lauren mentioned that we are now moving toward the reflection phase, and data assessment is a part of this. Training will continue for instructors and department coordinators on how to utilize the data eLumen provides.

### **V. College Update**

None.

### **VI. "Topics of the Month"**

A. Course-Level SLO Statistics Update – Lauren distributed the list of course level SLOs showing statistics (718 active courses taught by fulltime faculty, 535 SLOs written = 74.51% ). We have long agreed that we cannot contractually ask the part-time faculty to write SLOs on their own time (and have no funds to pay them for this), therefore that information will be presented to WASC during our Accreditation survey. The Program Lead faculty have been recruited to

continue to distribute the information and encourage faculty to make sure the assessment rounds take place, and that faculty are referred to the instruction they need to utilize eLumen.

- B. Promoting Student Awareness of SLOs – It is a WASC requirement to promote student awareness of SLOs. Things we have done include posting new pages and banners on our website; discussing SLOs at Town Meeting asking faculty to publicize in their classes. Lauren passed around some flyers for committee review, and it was agreed that the flyers were good for posting around campus for student awareness.
- C. Portfolio Pilot Project – This idea was presented by Dr. Machamer as part of the “Year of Reflection” and creating more robusticity in our SLOs. Sample student work would be submitted by volunteers and posted on our public website to show as good examples of what is learned in courses, and would create a showplace for students, parents, and the public as examples of LPC work. Scott Vigallon showed a mock-up of a Portfolio Website which would show the student work. ***It was decided that this committee would give this idea thought before the October 5<sup>th</sup> meeting, and discuss it then in hope of some decision on this.***
- D. SLO Self-Evaluation (The “Year of Reflection”) – Lauren said that we will continue to discuss and explore ways to enhance the eLumen reports, other robusticity methods, and continue to utilize the methods at hand to improve student learning outcomes.
- E. eLumen Reports – Lauren updated the new members of the committee with the information that eLumen is our SLO software created by an independent company, designed based on several institution’s needs, not just tailored to LPC. She showed examples of reports available, noting the difficulty of using them and the need for manually combining material into Excel to create useful reports.
- F. Addressing the Self-Study Standard – Lauren distributed the Planning Agenda Items created by Dr. Jones for Standard Two “Student Learning Programs and Services”. This sheet is a compilation of all the items noted when we wrote our Self Study that needed improvement (29 items). Some are duplicative, as various questions in the self study report address similar items.

There are certain items we are in process doing, but not yet done; and one item, #13, that we have not done (“Develop a process for evaluating SLO assessment data for currency and achievement.”). This will be started in the 09-10 academic year, it is hoped. For this, we will need a volunteer committee person who is good with statistics, Excel, or databases to combine the eLumen data into useful formats.

***After discussion it was suggested that if the eLumen data collection and use were brought into the Program Review process, there would be a lot more buy-in from faculty to use SLOs and the eLumen data.***

It was also suggested to check on:

- How to educate each department coordinator on the eLumen reports so that each area could have more immediate access to data (often depends on coordinators’ involvement level)
- Anyone can be made coordinator for data, some instruction in eLumen and information about what faculty and Deans will be asking and how to get the info.
- Lauren asked each Division rep on this committee to send her the department coordinator names, and she will handle their training.
- Several methods could be utilized, departments do not all have to use the same methods, just so they start using the eLumen data

- Start bringing eLumen data to other meetings to show its usefulness and tell others how it benefitted your teaching and learning cycles.
- Submit an SLO agenda item to committees and Division meetings you are on, and make a brief presentation several times a year. (Sharon Gach will invite Lauren Hasten to present SLO concepts at one of the Classified Senate meetings.)
- Promote the SLO contest in class, talk about SLOs in class and teach students what they are.

## **VII. Other**

A. None.

The meeting was adjourned at 4:16 pm.

Respectfully submitted,

Sharon Gach  
Administrative Assistant

**Next Meeting: Monday, October 5, 2009- 2:30 pm – Room 2411A**