



# Student Learning Outcome Committee Meeting

September 12, 2016 / 2:30 PM / 2411A

## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## Meeting Name

### Members Present (voting):

**Co-Chair:** John Ruys

**Co-Chair:** Ann Hight

### **Administrators:**

Roanna Bennie- Absent

Don Miller- Absent

### **Faculty Reps:**

Mark Tarte- Absent

Marty Nash

Kimberly Tomlinson

Akihiko Hirose

Gina Webster

### **Classified:**

Scott Vigallon

### Members Present (non-voting):

### **Director of Research and Planning:**

Rajinder Samra

### Meeting Guests:

Angelo Bummer

Don Carlson

Catherine Eagan

## Draft Minutes

### 1. Call to Order

Meeting called to order at 2:37pm

### 2. Review and Approval of Agenda

MOTION to APPROVE Agenda

MSC: Nash/Webster/1 Abstention/APPROVED

### 3. Review and Approval of Minutes (August 22nd, 2016)

MOTION to APPROVE draft minutes from August 22, 2016

MSC: Vigallon/Nash/3 Abstentions/ APPROVED

### 4. Program Review Changes for Fall 2016

Ann Hight

Ann Hight reported that she had forwarded e-mails to the SLO Committee regarding the Program Review language. The result of that e-mail conversation was the consensus to take out Part Two of the Program Review. It was explained that this was due to the fact that as the SLO Committee moves forward it is redefining its language to clarify that assessment is constant, while in depth analysis is happening on a three-year cycle. It was also discussed that this language clarification will hopefully eliminate any confusion among faculty that the same assessment must be given every three years. It was clarified that it would be up to the discipline the degree to which the results of that constant assessment will be entered into eLumen. The new eLumen system easy to use interface will hopefully encourage faculty to enter data. There was concern raised that it would be a significant burden for faculty to enter the data of constant assessment, which is needed in order to get good data. Program Reviews are due October 10<sup>th</sup> and the SLO Committee will receive them on October 11<sup>th</sup> and then the Dean Summaries are due November 14<sup>th</sup>. Members of the SLO Committee will be partnered with a member of the Program Committee in order to look at SLO and program data more holistically. It was clarified that

per contract Part Time Faculty are required to devote one hour per CAH to departmental activities. There was concern that for new Adjunct Faculty who are still learning about SLOs, 1 Hour per CAH is not enough to accomplish a significant amount. It was clarified that one of those hours can be attending a eLumen workshop.

## 5. eLumen Update

Scott Vigallon

Scott Vigallon reported that the eLumen tutorials, for faculty, discipline coordinators, and student services, are now up on the SLO Website and are meant to complement the eLumen training sessions. The data file from Banner that is uploaded into eLumen was delayed from Census Day and was just imputed today. John Ruys and Ann Hight reported that they did a eLumen workshop last Thursday, but the eLumen site was down. They instead walked the faculty through the tutorials on the SLO website and it was still well received. eLumen sent a communication that this was an unusual occurrence and should not happen in the future. The Deans have been set up in eLumen so that they can see if faculty have entered data or not, but not if they have completed a reflection. A time, perhaps during a Dean's Meeting, will need to be set up for eLumen training. It will need to be clarified with the new VP of Academic Services what constitutes faculty completing their required work, as the previous VP required that faculty complete both entering their assessment data and reflections. It was expressed that some part-time faculty are concerned that the Dean's can see assessment data, so this will need to be clarified.

## 6. Course SLO's

John Ruys & Ann Hight

### a. Current List of Courses without SLOs

A list was sent out to the Committee Members of current courses without SLOs. The list is mostly for the SLO Liaisons to reach out to the SLO Point Person in their assigned division to let them know that currently in eLumen there are not SLOs for these specific courses.

### b. Independent Study and Colloquium Courses

A substantial portion of the courses without SLOs are Independent (9's) and Colloquium courses (29's). On the Independent Study contract the SLOs are listed on the form. It was brought up that for Independent Study courses in the same discipline may have very substantially SLOs depending on the project that the student is undertaking. Historically, in the previous eLumen system, all of the 29 courses were deactivated. It was brought up that there currently is a process in place for Independent Study contracts with regards to SLOs were they are signed off by the Dean's Office and then the Vice President's Office. It was pointed out that other colleges have a formalized statement approved by the Academic Senate which states that due to the individualized nature of the courses they are excluded from assessment data reporting. If we would like to continue excluding them from our data reporting, we would need to go to Academic Senate with our own formal statement. It was also suggested that the Independent Study courses could be assessed by binary data of either yes/ no if the student completed the

outcome. Reflections would then reflect how well the student completed the project. It was decided that the committee members would like to know how many independent and colloquium courses are offered each semester before making a decision.

## 7. Workflow for New SLOs

Ann Hight & John Ruys

There is a new workflow to bring to the divisions that has evolved since the previous SLO Committee meeting. In the previous workflow new or versioned CSLOs and PSLOs went to every faculty member in the discipline, including adjuncts, who would need to go into the eLumen system and move the SLO forward. There is no way in the eLumen system to distinguish adjuncts from full time faculty. In the new workflow the discipline coordinator creates or versions an SLO and then it will go to the committee chairs who will bring it to the SLO Committee. John Ruys commented that in eLumen, when he receives through a workflow these new or versioned SLO's, the course number does not appear, only the SLO. That problem will be brought to eLumen attention. The committee chairs will have those new or versioned SLOs on the agenda and the SLO Committee would review those SLOs for the following semester. Through the workflow the chairs can give feedback on a SLOs structure or framework, but not content. The SLO handbook will need to be revised. It was brought up whether the faculty member that created the SLO should be at the SLO Committee meeting when their SLO is reviewed, but it was decided that if the committee had any questions they would communicate with them separately. A concern was raised about the timeline of approving SLOs, as faculty members meet over the summer to create SLOs for the Fall.

## 8. ISLOs

Ann Hight & John Ruys

Last year ISLOs were discussed and Catherine Eagan researched the history of how "Core Competencies" became "ISLOs". The committee has discussed re-examining the ISLOs through work groups this semester. Catherine Eagan has volunteered to be the point person on the Respect and Responsibility ISLO work group. She discussed how there was lots of debate and philosophical differences regarding the "Core Competencies" when they were first created, which can be seen in the ways that all of the ISLOs are formatted differently. These work groups would evaluate each of the ISLO sub-points to see if they are appropriate. It was expressed that it is important that these work groups include faculty from a range of disciplines. It was suggested that a Town Meeting would be a good place to start breaking people into these work groups. Then after the Town Meeting the work groups would meet several times outside of the town hall. Volunteers would be needed to be the work group lead facilitators. John will touch base with VP Roanna Bennie and President Barry Russell with bringing starting these work groups at the Town Meeting.

## 9. Flex Day Activities

John Ruys

For Flex Day it was proposed that Scott will run a SAO eLumen training for Student Services. It was also proposed that there will be a eLumen training for faculty access run by either John Ruys or Ann Hight, which will include creating assessments and entering data. There will also be a eLumen training for discipline coordinator access, in addition to the three other discipline coordinator trainings that will occur outside Flex Day. Last April some members of the SLO Committee went to an ACCJC workshop regarding SLO Assessment where they took their syllabus and mapped their course assignments to the SLOs in that course. Marty Nash ran that same exercise for English Faculty and now will lead that same exercise as a Flex Day activity. As faculty may want to do several of those activities, it was suggest that they will run as a strand throughout the day.

## 10. Mapping in eLumen

Ann Hight & John Ruys

On Program Review the last mapping exercise is that required courses are mapped up to PSLOs. For the next update before the big program review, it was suggested that it be clarified that after program review that exercise needs to be taken and transferred in eLumen. Mapping in eLumen is different than Program Review as each individual CLSO is being mapped to a PSLO. In the long term it was suggested that the mapping exercise in Program Review will need to be altered to align with eLumen. Once mapped in eLumen, it would not be necessary to re-map unless there was a new SLO or the courses in the program sequence had changed.

## 11. Role of Division Liaisons

John Ruys

The Accreditation Steering Committee met and devised duties and a report template for the SLO liaison positions. These positions are in support of accreditation, with duties including checking course and program SLOs, mapping, and facilitating and supporting faculty in completing those tasks. To provide evidence for the Accreditation Steering Committee there is a report due Monday, October 24<sup>th</sup>. The content is providing examples of the work that is being done and how that work is then being used. These reports will be used in the greater report to ACCJC in order to capture evidence SLO work. More will be discussed on the reports next meeting.

## 12. Administrative Update- No Report

Roanna Bennie

## 13. Adjournment- Meeting adjourned at 4:00 PM

## 14. Next Regular Meeting (Monday, September 26<sup>th</sup>, 2016)