Student Learning Outcomes Committee Meeting

March 7, 2016 | *2:30 pm* | *2411A*

Meeting Name

Members (voting):
Chair: John Ruys
Administrators:
          Roanna Bennie
          Don Miller – Absent
Faculty Reps:
          Ann Hight
          Gina Webster – Absent
          Marty Nash
          Adeliza Flores
          Kimberly Tomlinson
          Catherine Eagan
Classified: Scott Vigallon
ASLPC: Gergana Gospodinova

Members (non-voting):
Director of Research and Planning:
          Rajinder Samra - Absent

Guests: Craig Kutil

APPROVED Minutes

1. **Call to Order**
   Meeting called to order at 2:35 pm

2. **Review and Approval of Agenda**
   MOTION to APPROVE Agenda
   MSC: K.Eagan / K.Tomlinson / APPROVED

3. **Review/Approval of February 1, 2016 Draft Minutes**
   Tabled until next meeting.

4. **ACCJC Recommendations and Actions**   **Craig Kutil**
   Craig Kutil, Chair of the Curriculum Committee, shared with the SLO Committee recommendations from the ACCJC. One in particular was the request that SLOs now be included on all course outlines on record. In CurricuNET a field will be added for faculty to include an SLO addendum on their course outlines and those courses considered "families." The process of how the SLOs are to be attached without having to rewrite the entire outline is still being discussed, and the process of including SLOs is not expected to begin before this Summer.

   The Curriculum Committee will not be evaluating SLOs that are attached and instead will turn to the SLO Committee for their review and feedback to faculty. The SLO Committee would then submit a list of the SLOs attached to the outlines to the Curriculum Committee who will then approve the SLOs as a consent item, avoiding having to put each course through the proposal process.

   The types of SLOs and at what level (course, program, and/or institutional) still needs to be decided. The college will also need to find a way to attach SLOs on the course outline on record, publish them on syllabi, and include them in programs listed in the catalog so that there is consistency in all three places.

   The ACCJC is looking for assessments and publishing, closing the loop and using those assessments to make changes. Currently, modifying and updating program outcomes seems more feasible in eLumen, and work on making the connection with CurricuNET and eLumen in program outcomes the long term goal.

   Another recommendation from the ACCJC was that the college assess and use program level outcome data. Ninety-one [91] out of one-

hundred and six [106] program outcomes have been assessed. With the quality varying it is hoped that the information in the SLO Handbook will help.

The question of how program outcomes are assessed and how often still remains. Program outcomes are on a three year cycle because of being attached to courses. Assessing could be by using a sequence of courses and having students go through building upon a fundamental skill that increases their level of competency. Another way would be students gaining exposure and measuring it as a capstone where one course at the end assesses at a complex level that shows how much the student has attained.

5. **eLumen 6.5 Update**   **Scott Vigallon**
   - The contract has been approved.

   - A meeting with eLumen took place on February 25 to discuss beginning the upgrade process. The original plan was to shut down the current version of eLumen at the end of February, but that has now been delayed. The decision of who should be involved and made responsible (District ITS or LPC ITS) will need to be resolved before things can move forward with the startup of the XML Assistant (the heart of the new version). When that has been decided it will be another 4-6 weeks for eLumen to migrate the data, and configure the setup.

   - Data Stewards will need to receive 1-2 days of training, followed by training for Department Coordinators. After that has taken place eLumen will then be able to design the shell for the faculty training portion and establish the setup of the program.

   - Hartnell College simplified the training by having eLumen create a 3 column rubric scale across their institution. It is called The Planner and allows eLumen to send assessments and a rubric to faculty entering their section of data. This process also allows faculty to create and add their own rubric, if they would like more than 3 to select from.

   - Data from Student Services can still be entered collectively, and the Academic side continue by student. The option of continuing to enter data collectively or by student would mean creating 2 rubrics and 2 assessments for each SLO. The new ACCJC standards require that disaggregated data be collected. For the moment, it might be simpler to begin disaggregating all of the data for the academic courses, and Student Services keep with collectively entering.

A brief discussion followed and ended with a decision must first be made as to who will be involved and responsible for the implementation of the XML Assistant.

6. **SLO Handbook – Draft**   **John Ruys**
   A draft of the SLO Handbook was sent to each member of the SLO committee who were asked to review the contents as if they were a new faculty member not familiar with writing SLOs, and also if the information contained would assist them with writing SLOs and understand the meaning. The handbook contains an introduction followed by sections covering Course-level SLOs, Program-level SLOs, Core Competencies, provides Assessment Guidelines, definitions, eLumen Step by Step Instructions, and Appendixes. The committee's feedback will be discussed at the March 21st meeting.

7. **Working with Institutional Planning Committee (IPC) on Core Competencies   Roanna Bennie**
    One of the comments made by the ACCJC was that the Institutional Set Standards are not being looked at systematically. In the past, the IPC has focused and discussed a specific core competency. The ACCJC report states that the college does not have standards for the core competencies. Instead of duplicating what is being done in the course and program outcomes for our institutional core competencies that perhaps this should flow through the IPC stream. The IPC could then roll up all the course data for all five core competencies, look at the results and inform the SLO committee what particular core competencies should have more focus. The SLO would then work with the IPC on the core competencies, which would be more in line with the colleges institution planning and then flow into the planning priorities, educational master plan, etc. The SLO committee would share the work of core competencies with an institutional-level committee and have interaction with the IPC.

    A brief discussion ensued regarding the process that might be used and the cycle by which the flow of the conversation and connection the all entities would connect. The suggestion of having this discussion at the institutional-level could begin in breakout session after a town meeting. Program-level discussion would be held in the divisions, and at the discipline-level for courses.

8. **Overview of ACCJC Workshop   John Ruys**
    VP Roanna Bennie and John Ruys both attend the ACCJC workshop on Program Outcome Assessments. Examples of program outcomes for Business Administration, Criminal Justice, and Digital Media from various colleges were shared, as well as assessments using capstone courses. A chart was included to help map courses within a program, and also a way of knowing if a capstone could be used to assess that same program.

    Discussion included further explanation and incorporating these examples in the SLO Handbook, which should be finished and made available on the SLO website by Fall 2016. Also, in the Fall the new faculty orientation is to include an overview on outcomes and assessments for courses and programs.

    The April Town Meeting will include a SLO Training Workshop. Two representatives from the California Academic Senate for Community Colleges will be present to talk about the differences between objectives and outcomes, which will be helpful since every course outline on record will need to include SLOs by the Fall. There is still time for faculty to sign up to attend the Assessment Workshop on April 15th sponsored by the ACCJC.

9. **Administrative Update   Roanna Bennie**
    Everyone has a lot on their hands, no more needs to be said.

10. **Adjournment** – Meeting adjourned at 4:31 p.m.

11. **Next Regular Meeting** – March 21, 2016