



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.

SLO Committee:

Members Present (voting):

Chair: Ann Hight

Administrators:

David Johnson- Absent
Amir Law- Absent

Faculty:

Marty Nash
Angelo Bummer
Jennie Graham
Daniel Cearley

Student Services:

Michael Schwarz

Members Present (non-voting):

Director of Research and Planning:

Rajinder Samra-Absent

Guests: Hariel Colcol VP Student Government, Jake Massie-Student

Approved Minutes

1. Call to Order

Meeting called to order at 2:33pm

2. Review and Approval of Agenda (October 8th, 2018)

MOTION to APPROVE Agenda
MSC: Nash/Graham/APPROVED

3. Review and Approval of Minutes (September 24th, 2018)

MOTION to APPROVE Minutes from September 24th, 2018
MSC: Graham/Nash/APPROVED- 2 Abstentions

4. Program Review

Ann Hight

Ann Hight stated that Karin Spirn attended last week's meeting to see whether the SLO Committee would like to read the full program reviews again this year. This would be Ann's recommendation; otherwise, the SLO section will be out of context. The committee agreed. Karin Spirn explained in an email that she would come back to the SLO Committee to go over the full reading process and deadlines with the committee.

5. Planning for Assessments

Ann Hight

Ann Hight explained that we are at the end of our three year cycles where every SLO should have data in eLumen. However, from running reports in eLumen this is not the case. For many departments it seems that while many courses have been assessed, not every SLO has been assessed. Student Services is about a year behind this timeline. The reports in eLumen were reviewed that would allow SLO Coordinators to view this data for themselves. It was requested that the committee members discuss this at their division meetings and then we will follow up during our Flex Day sessions. It was decided however to update the handbook to include language outlining SLO Coordinator responsibilities, as we will not always have funding for SLO Liaisons to assist.

6. Assisting Programs w/ Entering SLOs

Ann Hight

Ann Hight stated that there are some part time faculty that find entering SLOs & PSLOs overwhelming and consuming more time than their required professional responsibility hours. This then falls on Madeline to enter the SLOs/PSLOs on their behalf (no mapping is done.) There was debate about whether to create a policy or add language to the handbook. A potential stipend was also discussed. It was decided in the end that since this is a semi-rare occurrence, Madeline would continue to enter the SLOs/PSLOs on their behalf.

7. Administrative Update

No Administrators Present

8. SLO/SAO Liaison Report

Mike Schwarz/ Angelo Bummer

Angelo Bummer has been continuing to assist SLO Coordinators in entering new & updated SLOs/PSLOs in coordination with all of Madeline's reminder emails. Mike Schwarz has been meeting with the Student Services departments to discuss their plans for assessment and enter SAOS. He sent a Continuous Improvement Plan to John Ruys as requested for Student Services to be included in the Self-Study.

9. CLSO Review:

a. New Business:

- i. CIS 65: Introduction to Desktop Operating Systems
 - **CSLO-** Upon successful completion of CIS 65, students will be able to install and configure a desktop operating systems.
 - **CSLO Returned for Revision-** Change “success” to “successful”, remove “a” before desktop
- ii. CIS 71A: Keyboarding (The Alphabet)
 - **CSLO-** Upon successful completion of CIS 71A, students will demonstrate a proficiency of 30 gwam on a 1-minute write with 1 or fewer errors.
 - **CSLO Approved**
- iii. CIS 84: Windows
 - **CSLO-** Upon successful completion of CIS 84 students will be able to perform file and folder management tasks, such as copying, moving, deleting, and renaming files and folders, launch multiple applications, and use proper shut down procedures.
 - **CSLO Returned for Revision-** Add comma after CIS 84. Add semi-colons before folders and applications or add “ing” to end of launch and use.
- iv. CNT 7285: Cloud Infrastructure and Services
 - **CSLO-** Upon successful completion of CNT 7285, students will be able to identify and differentiate various infrastructure components of classic and virtualized data center.
 - **CSLO Approved**
- v. CNT 7701: Virtualization: VMware, Hyper-C, Citrix
 - **CSLOs-** Upon successful completion of CNT 7701, students will be able to configure and manage VMware ESX networking and storage using vCenter Server.
 - **CSLO Approved**
- vi. CNT 8001: Introduction to Networks (CCNA1)
 - **CSLO-** Upon successful completion of CNT 8001, students will be able to build a simple Ethernet network using routers and switches.
 - **CSLO Approved**
- vii. CMST 3: Group Communication
 - **CSLO-** Upon completion of CMST 3 the student should be able to effectively communicate in a group performance to complete a task or goal.
 - **CSLO Returned for Revision-** add comma after CMST 3
- viii. CMST 11: Intercultural Communication
 - **CSLO-** Upon completion of CMST 11 Intercultural Communication, the student will be able to demonstrate an ability to effectively communicate in a culture other than their own.
 - **CSLO Returned for Revision-** Remove course title, add comma, change “will be” to “should be”
- ix. CMST 48: Activities in Forensics
 - **CSLOs-** 1.) Upon completion of CMST 48 the student should be able to perform a platform speech in a competitive situation. 2.) Upon completion of CMST 48, the student should be able to perform an oral interpretation presentation in a competitive situation.
 - **1st CSLOs Returned for Revision-** Add comma after CMST 48
- x. HORT 51: Introduction to Horticulture
 - **CSLOs-** 1.) Upon completion of HORT 51, the student will be able to identify Fall landscape plants by their botanical and common names. 2.) Upon completion of HORT 51, the student will be able to choose appropriate plants based on their climatic needs. 3.) Upon completion of HORT 51, the student will be able to select the proper care and maintenance of landscape plants.
 - **CSLO Approved**
- xi. HORT 56: Arboriculture/ Urban Forestry

- **CSLOs-** 1.) Upon completion of HORT 56, the student will be able to safely demonstrate the proper, safe use and application of tools and equipment used specifically for arboriculture. 2.) Upon completion of HORT 56, the student will be to research a tree assessment/survey and extract the knowledge contained therein to make sound tree maintenance decisions. 3.) Upon completion of HORT 56, the student will be to understand how good quality nursery trees are selected and trained.
 - **2nd & 3rd CSLOs Returned for Revision-** add “able” between “be” & “to”
- xii. HORT 58: Landscape Construction
 - **CSLOs-** 1.) Upon completion of HORT 58, the student will be to demonstrate knowledge of landscape design and plan reading. 2.) Upon completion of HORT 58, the student will be to utilize construction materials, tools, equipment safely. 3.) Upon completion of HORT 58, the student will be to demonstrate understanding of basic landscape construction techniques.
 - **CSLOs Returned for Revision-** add “able” between “be” & “to”, 2nd SLO add an “and” in front of equipment safely.
- xiii. HORT 60: Landscape Irrigation Systems
 - **CSLOs-** 1.) Upon completion of HORT 60, the student will be to read and prepare a landscape irrigation plan. 2.) Upon completion of HORT 60, the student will be to identify and install landscape irrigation components. 3.) Upon completion of HORT 60, the student will be to repair common irrigation malfunctions.
 - **CSLO Returned for Revision-** add “able” between “be” & “to”
- xiv. HORT 62: California Native and Dry Landscapes
 - **CSLOs-** 1.) Upon completion of HORT 62, the student will be to identify California Native and drought tolerant plants by their botanical and common names. 2.) Upon completion of HORT 62, the student will be to prepare a basic plan for a drought tolerant landscape. 3.) Upon completion of HORT 62, the student will be to identify principles and components of a drip irrigation system.
 - **CSLO Returned for Revision-** add “able” between “be” & “to”
- xv. HORT 63: Sustainable Landscapes
 - **CSLOs-** 1.) Upon completion of HORT 63, the student will be to demonstrate understanding of landscape ecosystems. 2.) Upon completion of HORT 63, the student will be to demonstrate knowledge of design and construction principles employed in sustainable landscaping. 3.) Upon completion of HORT 63, the student will be to understand and be able to utilize sustainable maintenance procedures.
 - **CSLOs Returned for Revision-** add “able” between “be” & “to”. In 3rd SLO remove “be able”.
- xvi. HUMN 4: Global Cinema**
 - **CSLO-** Upon completion of HUMN 4, students will be able to analyze major characteristics of global film traditions.
 - **CSLO Approved**
- xvii. KIN 61: Water Polo Off Season Training
 - **CSLO-** Upon completion of KIN 61 students will be able demonstrate an 'M' drop zone defense.
 - **CSLO Returned for Revision-** add comma and “to” in front of “demonstrate”
- xviii. KIN CYCL1: Cycling Conditioning 1
 - **CSLOs-** 1.) Upon successful completion of KIN CYCL1, students will be able to design an effective warm up and cool down. 2.) Upon successful completion of KIN CYCL1, students will be able to demonstrate safe and effective riding posture while seated on the stationary cycle. 3.) Upon successful completion of KIN CYCL1, students will be able to estimate their heart rate.
 - **CSLO Approved**
- xix. KIN CYCL2: Cycling 2
 - **CSLOs-** 1.) Upon successful completion of KIN CYCL2, students will be able to use a stationary cycle safely and effectively as a way to exercise and develop their overall aerobic fitness level. 2.) Upon successful completion of KIN CYCL2, students will be able to demonstrate safe and effective riding posture while standing on the stationary cycle. 3.) Upon successful completion of KIN CYCL2, students will be able to use a stationary cycle

safely and effectively as a way to exercise and enhance their overall aerobic fitness level. 4.) Upon successful completion of KIN CYCL2, students will be able to estimate their maximum heart rate and their identify target heart rate.

- **CSLO Approved**- Remove 3rd SLO Duplicate
- xx. KIN JW: Jog/ Walk
- **CSLOs**- 1.) Upon successful completion of KIN JW, students will be able to design an effective warm up and cool down. 2.) Upon successful completion of KIN JW, students will be able to walk and jog safely and effectively as a way to exercise and develop their overall aerobic fitness level. 3.) Upon successful completion of KIN JW, students will be able to estimate their maximum heart rate and identify their target heart rate.
 - **CSLO Approved**
- xxi. KIN WP3: Water Polo 3
- **CSLO**- Upon completion of KIN WP3 students will be able to demonstrate the water polo individual medley.
 - **CSLO Returned for Revision**- add comma after KIN WP3
- xxii. KIN ZUM1: Zumba Fitness Workout 1
- **CSLO**- Upon completion of KIN ZUM1, the student should be able to analyze Latin and international dance movements and integrate them into an aerobic routine.
 - **CSLO Approved**
- xxiii. MUS 20C: Advanced Guitar
- **CSLO**- Upon completion of MUS20C, students will be able to perform advanced melodies, rhythms, and chords.
 - **CSLO Approved**
- xxiv. MUS 35: Intro to Music Technology
- **CSLO**- Upon completion of MUS 35, students will be able to explain and demonstrate basic principles of sound and acoustics.
 - **CSLO Approved**
- xxv. MUS 36: Intermediate Music Technology
- **CSLO**- Upon completion of MUS 36, students will be able to explain and demonstrate advanced principles of sound and acoustics.
 - **CSLO Approved**
- xxvi. POLI 12: Introduction to California State and Local Government**
- **CSLOs**- 1.) Upon completion of POLI 12, the student should have the ability to demonstrate understanding of California State & Local Government, intergovernmental relationships 2.) Upon completion of POLI 12, students will be able to identify, evaluate, and critically assess the various structures and processes of California government. Among these are its diverse populous, geography, ideologies and how these interact and affect public policy formation. 3.) Upon completion of POLI 12, the student should have the ability to show understanding of the complexity of California's governing structure(s), including how we legislate, vote, live, and decide on our collective future.
 - **CSLOs Returned for Revision**- Rewrite SLOs: Upon completion of POLI 12, the student will be able to demonstrate understanding of California state and local government, and intergovernmental relationships. Upon completion of POLI 12, the student will be able to identify, evaluate, and critically assess the various structures and processes of California government, such as its diverse populous, geography, ideologies and how these interact and affect public policy formation. Upon completion of POLI 12, the student will be able to show understanding of the complexity of California's governing structure(s), including how we legislate, vote, live, and decide on our collective future.
- xxvii. WLDT 1: Welding Camp
- **CSLO**- Upon completion of WLDT 1, a student should be able to fabricate a simplistic metal project.
 - **CSLO Approved**
- xxviii. WLDT 55: Print Reading for Industry

- **CSLOs-** 1.) Upon completion of WLDT 55, a student should be able to identify the three primary views in an orthographic drawing. 2.) Upon completion of WLDT 55, a student should be able to read and interpret a detail part drawing.

- **CSLO Approved**

xxix. WLDT 72A: Beginning Laser Welding

- **CSLOs-** 1.) Upon completion of WLDT 72A, a student should be able to describe what the aspect ratio of a laser weld is calculated. 2.) Upon completion of WLDT 72A, the student should be able to calculate the power density of a laser weld based on a given spot size.
- **1st CSLO Returned for Revision-** change “what” to “how”

10. SAO Review:

a. New Business:

i. Counseling

- **SAOs-** 1.) As a result of attending a probation workshop, students will gain awareness of campus resources designed to improve academic achievement. 2.) As a result of attending a probation workshop, students will commit to utilizing campus resources designed to improve academic achievement.

- **SAO Approved**

ii. International Students

- **SAOs-** 1.) As a result of attending the ISP Orientation, new students will understand and identify services provided by the International Student Office and through other resources available on the LPC campus. 2.) As a result of receiving reminder emails prior to the course add/drop and withdrawal deadlines, international students will maintain their F-1 student visa status.

- **SAO Approved**

11. CLSO Review:

a. New Business:

i. Administrative Medical Assistant Certificate of Achievement

- **PSLO-** Upon successful completion of the Certificate of Achievement in Administrative Medical Assistant, it is anticipated that students will be able to describe the characteristics and personal qualities that are important for an Administrative Medical Assistant and the importance of ethics, customer service and teamwork in the workplace.

- **PSLO Approved**

ii. Commercial Music: Scoring for Film and Multimedia Certificate of Achievement

- **PSLOs-** 1.) Upon completion of the certificate in Commercial Music: Scoring for Film and Multimedia, students will be able to conceptualize, compose, and produce musical cues for visual media. 2.) Upon completion of the certificate in Commercial Music: Scoring for Film and Multimedia, students will be able to communicate and collaborate with a director, conduct an effective spotting session, and revise cues according to feedback. 3.) Upon completion of the certificate in Commercial Music: Scoring for Film and Multimedia, students will be able to heighten the action on screen using themes, syntactic matching, orchestration and timbral changes.

- **PSLO Approved-** Madeline to correct to “Certificate of Achievement”

iii. Jazz Studies Certificate of Achievement

- **PSLOs-** 1.) Upon completion of the certificate in Jazz Studies, students will be able to perform, arrange, and compose jazz literature. 2.) Upon completion of the certificate in Jazz Studies, students will be able to analyze and interpret harmonic, melodic, and formal elements of solos by jazz improvisation masters. 3.) Upon completion of the certificate in Jazz Studies, students will be able to rehearse and practice effectively.

- **PSLO Approved-** Madeline to correct to “Certificate of Achievement”

iv. Enology AS

- **PSLOs-** 1.) Upon successful completion of the AS in Enology, the student will be able to apply general chemistry principles, wine microbiology fundamentals, and laboratory techniques to produce sound wines. 2.) Upon successful completion of the AS in Enology, the student will be able to safely start-up, operate, and

shutdown winery equipment; and effectively utilize the equipment during the winemaking process. 3.) Upon successful completion of the AS in Enology, the student will be able to perform an accurate wine assessment utilizing acquired organoleptic skills. 4.) Upon successful completion of the AS in Enology, the student will be able to perform wine analysis methods including laboratory/quality control test during harvest, fermentations, cellaring, and prior to bottling. 5.) Upon successful completion of the AS in Enology, the student will be able to perform wine analysis methods including laboratory/quality control test during harvest, fermentations, cellaring, and prior to bottling.

- **PSLOs Approved**

v. Enology Certificate of Achievement

- **PSLOs- 1.)** Upon successful completion of the Certificate of Achievement in Enology, the student will be able to apply general chemistry principles, wine microbiology fundamentals, and laboratory techniques to produce sound wines. 2.) Upon successful completion of the Certificate of Achievement in Enology, the student will be able to safely start-up, operate, and shutdown winery equipment; and effectively utilize the equipment during the winemaking process. 3.) Upon successful completion of the Certificate of Achievement in Enology, the student will be able to perform an accurate wine assessment utilizing acquired organoleptic skills. 4.) Upon successful completion of the Certificate of Achievement in Enology, the student will be able to perform wine analysis methods including laboratory/quality control test during harvest, fermentations, cellaring, and prior to bottling.

- **PSLOs Approved**

vi. Fitness Trainer Certificate of Achievement

- **PSLOs- 1.)** Upon completion of the Fitness Trainer Certificate of Achievement, the student will have the skills necessary to work in the field of personal trainers and as a group fitness instructor, and also identify a number of career options in the kinesiology field. 2.) Upon completion of the Fitness Trainer Certificate of Achievement, the student should be able to identify modifiable and non-modifiable risk factors for personal health, locate health information related to behavior change processes, evaluate the credibility of those sources, and integrate and apply scientific research into individual behavior change processes for clients. 3.) Upon completion of the Fitness Trainer Certificate of Achievement, the student should be able to develop and administer a safe and effective periodized exercise program designed for a client. 4.) Upon completion of the Fitness Trainer Certificate of Achievement, the student should be able to demonstrate the ability to estimate heart rate, maximum heart rate, target heart rate and perform CPR with AED and rescue breathing.

- **1st & 4th PSLO Returned for Revision-** 1st- remove "will have the skills necessary" to "should be able". 4th- remove "demonstrate the ability to", add "and" after "Rate" and comma after "heart rate"

vii. Political Science AA-T

- **PSLOs- 1.)** Upon successful completion of the AA-T in Political Science, students should be able to explain political change over time and cite appropriate political evidence. 2.) Upon successful completion of the AA-T in Political Science, students should be able to argue a political thesis using primary and/or secondary sources.

- **PSLOs Approved**

viii. Humanities AA

- **PSLOs- 1.)** Upon completion of the AA in Humanities, students will be able to demonstrate informed responses to and critical evaluations of works of art. 2.) Upon completion of the AA in Humanities, students will be able to interpret and analyze aspects of culture and art by applying theoretical methods used in the humanities.

- **PSLOs Approved**

ix. Horticulture AS

- **PSLOs- 1.)** Upon completion of the AS in Horticulture, students will be able to demonstrate an understanding of the principles of ornamental horticulture, landscape maintenance and construction, nursery, greenhouse, and grower operations, and landscape design sufficient to seek employment in a technical or supervisory

- horticultural position. 2.) Upon completion of the AS in Horticulture, students shall have sufficient horticultural knowledge to transfer to a four year horticultural program.
- **2nd PSLO Returned for Revision-** This is not a transfer program, can not assess
- x. Landscape Design Certificate of Achievement
- **PSLOs-** 1.) Upon completion of the Landscape Design Certificate of Achievement, students will be able to prepare landscape plans and detailed drawings. 2.) Upon completion of the Landscape Design Certificate of Achievement, students will be able to demonstrate an understanding of the concepts of sustainable landscaping, typical landscape construction techniques and irrigation systems.
 - **PSLOs Approved**
- xi. Landscape Maintenance and Construction Certificate of Achievement
- **PSLOs-** 1.) Upon completion of the Landscape Maintenance and Construction Certificate of Achievement, students will be able to demonstrate an understanding of the maintenance requirements for trees, vines, shrubs, perennials, annuals, and turf. 2.) Upon completion of the Landscape Maintenance and Construction Certificate of Achievement, students will know how to read a landscape plan and install landscape features, such as plantings, pavement, structures, and irrigation systems, based on those plans.
 - **2nd PSLO Returned for Revision-** change “know how to” to “be able to”, remove comma after features
- xii. Nursery, Greenhouse, and Grower Operations Certificate of Achievement
- **PSLOs-** 1.) Upon completion of the Nursery, Greenhouse and Grower Operations Certificate of Achievement, students will be able to demonstrate an understanding of propagation, care, and marketing involved in the production and sale of nursery plants. 2.) Upon completion of the Nursery, Greenhouse and Grower Operations Certificate of Achievement, students will be able to demonstrate an understanding of the principles of growing plants in urban environments, such as greenhouse, interior plantscapes, hydroponic/aquaponic, and other urban agricultural and horticultural environments.
 - **PSLO Returned for Revision-** Add comma after greenhouse
- xiii. Ornamental Horticulture Certificate of Achievement
- **PSLOs-** 1.) Upon completion of the Ornamental Horticulture Certificate of Achievement, students will be able to demonstrate a basic understanding of the field of horticulture and possible career opportunities. 2.) Upon completion of the Ornamental Horticulture Certificate of Achievement, students will be able to identify plants and be able to select their proper care and maintenance. 3.) Upon completion of the Ornamental Horticulture Certificate of Achievement, students will be able to recognize typical horticultural pests and diseases, and know how to research their treatment.
 - **PSLOs Approved**
- xiv. Occupational Safety Career Certificate
- **PSLOs-** 1.) Upon completion of the Occupational Safety Career Certificate, students will be able to explain the role of OSHA in workplace safety and how to develop effective, comprehensive health and safety programs leading to a proactive safety culture. 2.) Upon completion of the Occupational Safety Career Certificate, students will be able to prepare a job safety analysis (JSA) of specific work tasks to identify inherent hazards and appropriate controls. 3.) Upon completion of the Occupational Safety Career Certificate, students will be able to explain the requirements for recording injuries and illnesses on the OSHA 300 log. 4.) Upon completion of the Occupational Safety Career Certificate, students will be able to describe the impact of an Organizations Experience Modification Rate (EMR) on their Workers' Compensation premium. 5.) Upon completion of the Occupational Safety Career Certificate, students will be able to calculate and analyze widely accepted injury and illness rates for an Organization. 6.) Upon completion of the Occupational Safety Career Certificate, students will be able to interpret OSHA's Hierarchy of Controls and how to appropriately apply them to work situations to minimize risk in the workplace.
 - **4th & 5th PSLO Returned for Revision-** make “organizations” lower case add apostrophe
- xv. Technical Theater Certificate of Achievement

- **PSLOs-** 1.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to read construction plans and construct common stage scenery such as flats, platform, stairs. 2.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to hang, cable and focus stage lighting and be able to read lighting plots and related document. 3.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to perform as a member of a show running crew in various capacities, such as stagehand, light or sound board operator, or wardrobe assistant. 4.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to analyze elements of a theatrical design. 5.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to research, plot, and design costumes for use in production. 6.) Upon completion of the Certificate of Achievement in Technical Theater, students should be able to complete basic hand sewing tasks and read and execute a pattern for costume construction.
 - **1st & 2nd PSLO Returned for Revision-** 1st- add "and" before stairs. 2nd- add "S" onto end of documents.

12. **Good of the Order:** None

13. **Adjournment** at 4:29 pm

14. **Next Regular Meeting** (Monday, October 22nd, 2018)