



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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

SLO Committee:

Members Present (voting):

Chair: Ann Hight

Administrators:

Amir Law

Kristina Whalen

Faculty:

Sue Cumbo

Angelo Bummer

Jennie Graham

Daniel Cearley

Robin Rehagen

Student Services:

Michael Schwarz

Classified:

Madeline Wiest

Members Present (non-voting):

Director of Research and Planning:

Rajinder Samra-Absent

Approved Minutes

1. Call to Order

Meeting called to order 2:30pm

2. Review and Approval of Modified Agenda (September 9th, 2019)

MOTION to APPROVE Agenda

MSC: Graham/Rehagen/APPROVED

3. Review and Approval of Amended Minutes (August 26th, 2019)

MOTION to APPROVE Amended Minutes from August 26th, 2019

MSC: Graham/Rehagen/APPROVED

**Amendment:* Mike Schwarz clarified that he would like assistance with understanding the applications of the accreditation standards on SAOs.

4. Public Comments (This time is reserved for members of the public to address the SLO Committee. Please limit comments to three minutes. In accordance with the Brown Act, the SLO Committee cannot act on these items.)

5. Reflection Template

Ann Hight

The goal is to create meaningful assessments and then utilize the reflection templates to set the department up to complete program review and close the loop. It was discussed to allow departments to create their own reflection templates, but they are not removable from the eLumen system. It was decided to have one reflection template for SLOs and one for SAOs. There will be an extra step for student services to change from the default reflection template to the SAO reflection template. Through committee participation the reflection templates below were drafted:

Default Reflection Template:

Box 1: Name, Section (e.g. V01, 093), Semester (e.g. Fall 2019). [Required]

Box 2: Briefly describe the assignments and/or activities used to prepare students for this topic and then type of assessment (e.g. final exam question(s), essay, project, etc.). [Required]

Box 3: What were the most relevant findings from the assessment results? [Required]

Box 4: How do you plan to use your assessment results to improve student learning? [Required]

SAO Reflection Template:

Box 1: Name, Student Services Area, Time-Period (e.g. Semester, academic year) [Required]

Box 2: Briefly describe the methods used to collect the data, including the type of assessment (e.g. student survey, year-end-review, etc.). [Required]

Box 3: What were the most relevant findings from the assessment results? [Required]

Box 4: How do you plan to use your assessment results for continuous improvement? Include any actions taken so far. [Required]

6. Naming Assessments

Ann Hight

One of our current issues in eLumen, is that the assessment library is full of assessments that are unclear what course and SLO they are associated with. Thus, we would like to introduce a standardized naming process. There was discussion that some departments already have a clear assessment process and naming convention. This will thus need to be done on a case by case basis, but in general the course naming will be the course descriptor, course number, and a small description of the SLO Content.

7. eLumen Handbooks (Faculty & Coordinators)

Ann Hight

Ann Hight stated that she, Kristina Whalen and Madeline Wiest will be meeting with eLumen on Friday to clarify some of the remaining questions. Once we receive those clarifications, the committee can have further discussion about how to create the eLumen Handbooks.

8. Flex Day Workshops

Ann Hight

Ann Hight stated that we will need to think about ideas for a Flex Day workshop to really emphasize the role of the SLO Coordinator and give direction. There was discussion regarding how to create a culture shift at the campus that assessment can be meaningful and that this new process will not be another passing trend. We will utilize next week's division meeting feedback to gauge where SLO Coordinators are in the process.

9. Divisional Meeting Updates

Ann Hight

Ann Hight encouraged that SLO Committee members to push out their SLO Committee division reports in order to keep the campus apprised of our progress.

10. PSLO Review

a. New Business:

i. Advanced ESL Communication Studies Certificate of Completion

1. Upon completion of the Certificate of Completion in ESL Communication Studies, students will be able to establish an effective and assertive presence in formal speaking situations such as academic courses, job interviews, professional meetings, and presentations.
2. Upon completion of the Certificate of Completion in ESL Communication Studies, students will be able to give responses using appropriate and concise rhetorical frames in common formal speaking situations, such as academic courses, job interviews, professional meetings, and presentations.
3. Upon completion of the Certificate of Completion in ESL Communication Studies, students will be able to demonstrate an awareness of cultural norms appropriate to specific public speaking situations.
 - PSLOs Approved

11. **Administrative Update:** Amir Law stated that he is looking forward to having Ann Hight and Madeline Wiest come to next week's division meeting. Kristina Whalen stated that she is encouraged by all of the buy-in from the committee members regarding SLOs. There is a lot of important work going on this semester, especially with regards to the funding formula projects, so it is important to move toward this project with empathy with regards to everyone's time.

12. Good of the Order:

Robin Rehagen suggested that we put together a checklist for the SLO Committee members of what to look for when meeting with the individual departments to review SLOs. There was discussion regarding stipends and reassigned time for core functions, such as Student Learning Outcomes.

13. **Adjournment** at 4:30pm

14. **Next Regular Meeting** (Monday, September 23rd, 2019)