



Approved Amended Minutes

1. Call to Order

Meeting called to order 2:31pm

2. Review and Approval of Modified Agenda (August 26th, 2019)

MOTION to APPROVE Agenda

MSC: Whalen/Rehagen/APPROVED

3. Review and Approval of Minutes (May 13th, 2019)

MOTION to APPROVE Minutes from May 13th, 2019

MSC: Graham/Schwarz/APPROVED- 1 Abstention

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. Five Semester Plan

Ann Hight

Ann Hight presented a timeline in preparation for the accreditation institutional self-study in spring 2020. Kristina Whalen, Madeline Wiest, and Ann Hight identified five key items to be completed in fall 2019: Review/Write/Revise all CSLOs/PSLOs/SAOs, Streamline Assessments, Revise SLO Handbook, Write eLumen User Manual for Coordinators & Faculty.

Timeline in Preparation of Institutional Self-Study

	F19	Sp20	F20	Sp21	F21	Sp22
SLO Cmte	1. Review/Write/Revise all CSLOs/PSLOs/SAOs 2. Streamline Assessments – Madeline 3. Revise SLO Handbook 4. Write eLumen User Manual for Coordinators 5. Write eLumen User Manual for Faculty?	• Train SLO Coordinators, as needed • All SLOs need to be assessed	• Train SLO Coordinators, as needed • All SLOs need to be assessed	• Train SLO Coordinators, as needed • All SLOs need to be assessed	• Train SLO Coordinators, as needed • All SLOs need to be assessed	Institutional Self-Study Will have 3 years of assessment data for every CSLO to meet the standard Will have evidence (from PR) for closing the loop on SLO analysis to meet the standard
Program Review	Mini review of SLOs		Mini review of SLOs		Expanded PR section for deep analysis of SLOs/reflections	

a. Meeting with Departments SLO Review Fall 2019

Despite holding trainings and releasing memos, the campus is still not there in regards to having quality SLOs/PSLOs/SAOs across the board. This fall the SLO Committee is going to take a hands on approach and meet with every department on campus. We are going to cluster all of the departments into groups and then a team from the SLO Committee will meet with them. Departments should have done some work with their SLOs ahead of the meeting and once reviewed with the SLO Team the SLOs can be entered directly into eLumen. Mapping can also be done during the meeting. This needs to be completed by November 18th to be ready for Spring 2020. In Spring 2020 we will need to do lots of trainings on our new assessment policy and eLumen procedures, as we will only have four remaining semesters before the institutional self-study. Ann Hight stated that she met with Karin Spirn regarding Program Review. The questions will be largely be the same with regards to SLOs, with one question requesting that the faculty address their courses without SLOs. Madeline Wiest sends reminders monthly to the SLO Coordinators regarding courses without SLOs.

b. SLO Handbook

The current SLO Handbook was written in anticipation of how the SLO & assessment process would function. The bar was set low at assessing one SLO per course once in three years. Based on the midterm accreditation report this is not in line with what the ACCJC is requesting. Based on this midterm report we need to be requiring that every SLO needs to be assessed every time that the course is offered. Also, the introductory SLO language is not all standardized. We should include our required introductory language in the handbook. This will need to be communicated out to the campus. These changes will require updating the SLO Handbook this fall to match our updated philosophy.

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- Absent
- 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

c. SLO Discipline Coordinator Handbook

The SLO Committee, with Madeline Wiest's assistance, will create an eLumen User Manual/ Discipline Coordinator Handbook to update and expand on the current eLumen directions available. This could potentially be a SLO sub-committee. It will need to cover sending out standard assessments and other guidelines, such as not using formative assessment, to make sure all assessments in eLumen our meeting eLumen's reporting guidelines. Kristina Whalen, Ann Hight, and Madeline Wiest are going to meet with eLumen to discuss some remaining data integrity and disaggregation concerns. We might also do a small user guide for faculty on how to score assessments.

6. Accreditation Standards

Ann Hight

While there are more Accreditation Standards regarding SLOs, we are going to focus in on the three below and making sure we are systematically meeting the standards. In order to better meet these standards we are going to create common assessments in eLumen. This means that there will be a generic pre-created assessments in eLumen that the discipline coordinators can push out to their faculty. This should make eLumen simple for discipline coordinators and even easier for faculty who will just need to complete their scorecard. This will allow us to overcome our eLumen reporting issues of unplanned assessments and the data for one SLO being stored across multiple assessments. This should allow for more useful data that can be utilized by departments and disaggregated. There was some discussion about making exceptions for well-organized departments that already have a systematic assessment approach. The department level discussion of what assessments to use and who will need to assess what SLO will need to be something organized systematically by individual departments outside of eLumen. We will then utilize program review to show dialog. Mike Schwarz clarified that he would like assistance with understanding the applications of the accreditation standards on SAOs.

1B1. The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.

1B2. The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)

1B5. The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.

7. Reflection Template

Ann Hight

Ann Hight stated that she would like for the SLO Committee to develop a new reflection template in eLumen, as the questions currently are not useful and we are not getting good responses. If the faculty member does not answer the question, the assessment is not counted as completed in eLumen. Madeline Wiest will create a google doc for brain storming with examples from other colleges.

8. SLO Review- New Process/Expectations

Ann Hight

In the future, please bring your changes/ suggestions for the SLO review to the meeting, rather than reviewing all SLOs as a group. We have received feedback as a committee that we are getting too picky about word choices and that is making faculty hesitate to submit SLOs for review. In the future, let's make an effort to focus on clarify to students rather, than nuanced word choices.

9. SLO/PSLO Review

a. New Business:

i. MUS 22A: Scoring for Film and Multimedia 1

1. Upon completion of MUS 22A, students will be able to analyze a piece of music by recognizing instrumentation, thematic development, and compositional intent.
2. Upon completion of MUS 22A, students will have a foundational skillset for working with digital audio workstation software and recording technology.
3. Upon completion of MUS 22A, students will be able to create original music for Film, games, and other types of multimedia projects.

- CSLOs Approved- Standardize introductory language across SLOs and remove capitalization of "Film" in SLO #3.

ii. MUS 34: Music in Film

1. Upon completion of MUS 34, the student will be able to recognize significant trends in the history of American film scoring and their relationship to developments in American cinema, both technological and cultural.
2. Upon completion of MUS 34, students will be able to distinguish the styles of prominent film music composers and their contributions to the field of film scoring.

- CSLOs Approved- Standardize introductory language across SLOs.

iii. MUS 48: Improvisation Lab

1. Upon completion of MUS 48, the student should be able to demonstrate facility and technique in performing improvisations in solo and ensemble contexts.
2. Upon completion of MUS 48, the student should be able to perform, memorize, and interpret repertoire in a variety of styles.

- CSLOs Approved- Standardize introductory language across SLOs.

10. PSLO Review

a. New Business:

i. Customer Service Certificate of Completion

1. Upon completion of the Certificate of Completion in Customer Service, the student will be able to communicate effectively verbally and in writing in various customer and employee facing settings.
2. Upon completion of the Certificate of Completion in Customer Service, the student will be able to demonstrate how to prioritize responsibilities in relation to deadlines/time demands.
3. Upon completion of the Certificate of Completion in Customer Service, the student will be able to identify personal strengths and areas of improvement in relation to business roles and expertise.
4. Upon completion of the Certificate of Completion in Customer Service, the student will be able to recognize multiple tools in improving customer satisfactions and loyalty.

- PSLOs Approved except SLO #1- Suggested for clarity "Upon complete of the Certificate of Completion in Customer Service, the student will be able to effectively communicate, verbally and in writing, while in various customer and employee facing settings."

ii. ESL Communication Studies Certificate of Completion

1. Upon completion of the Certificate of Completion in ESL Communication Studies, students should 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 should be able to apply learned strategies to transfer level CMST courses.
3. Upon completion of the Certificate of Completion in ESL Communication Studies, students should be able to apply learned strategies for workforce advancement.

- PSLOs not Approved- These PSLOs will require more discussion with the author regarding how they can be assessed.

iii. Small Business Management Certificate of Completion

1. Upon completion of the Certificate of Completion in Small Business Management, the student will be able to evaluate the feasibility of success when starting a new business venture.
2. Upon completion of the Certificate of Completion in Small Business Management, the student will be able to research and compose a business plan that can be used for planning as well as financing.
3. Upon completion of the Certificate of Completion in Small Business Management, the student will be able to recognize the advantages and disadvantages of the various forms of business ownership relative to a business opportunity.
4. Upon completion of the Certificate of Completion in Small Business Management, the student will be able to demonstrate the ability to comprehend, apply, and evaluate standards of ethical behavior in various business settings.

- PSLOs Approved

11. Administrative Update: Kristina Whalen stated that the draft midterm accreditation report was submitted to the Board of Trustees on August 20th. They are currently reviewing the document at the district to see if they have any feedback.

12. Good of the Order: It was clarified that it is unclear if John Ruys will be co-chairing the SLO Committee. If so, it will most likely not be until spring. A student services classified employee is interested in joining the SLO Committee, but it is not yet been confirmed if they will be joining.

13. Adjournment at 4:23pm

14. Next Regular Meeting (Monday, September 9th, 2019)