Minutes

Student Learning Outcomes Committee
November 4, 2013
2:30 p.m. – Room 2411A

Present: Candace Brown, Moh Daoud, Jose Gutierrez (Student Rep.), Tina Inzerilla, Marilyn Marquis, Paul Sapsford, Paula Schoenecker, Mark Tarte, Scott Vigallon

---

I. **Agenda Set** – The meeting was called to order at 2:33 p.m.

II. **Approval of Minutes** – **MOTION** made to **APPROVE** the draft minutes from October 7, 2013
MSC: P.Schoenecker / S.Vigallon / **APPROVED**

III. **Administrative Update** – None

IV. **eLumen Update** – Scott Vigallon reported he was contacted by District ITS and was informed that Chabot was not happy with how courses are organized in eLumen. It was discovered that information for courses is taken from what is in BANNER, and that some disciplines continue to be identified under their previous or current division rather than the discipline name. The problem was found to be a BANNER issue, and those associated with BANNER say that the problem stems from how the courses are coded.

Scott has spent the last two summers correcting in eLumen what gets transmitted from BANNER and it still is not perfect. Chabot has no one to do the clean up, does not have a clear idea of where courses are listed, and is insisting that ITS do something about the problem. Scott met with ITS and mentioned that faculty, administrators, district administrators, and the CTO would need to meet to understand the entire situation and how it all works. This is something that will be looked into, but not certain of the next step.

V. **Students and SLOs** – Jose Gutierrez was asked at the last meeting to find out if students had heard of SLOs and knew their meaning. He asked that question at a student senate meeting and reported that about 50% of those in attendance were aware.

Last year the Committee paid for an advertisement in the school magazine (Naked) and wondered if there was a better method to get the word out on SLOs. Jose is to report back at the next meeting the methods students use when searching for school updates.

VI. **eLumen Demo** – The demonstration for the new release of eLumen is scheduled for November 14th at 2:30 p.m. in the Teaching and Learning Center. It was suggested that a representative be sent if a committee member is unable to attend. Scott Vigallon added that participation can also be from home or on campus at your desk since the presentation will be by use of a combination of the internet and telephone.

VII. **SLO Committee Charge** – Tina Inzerilla reviewed the Committee's Charge with those present, which reads as follows:

"To elicit board perspectives and advice regarding learning goals for all Las Positas students, faculty, administrators, and staff. This group provides an advisory linkage to the Academic Senate on matters pertaining to the College's immediate and long range plans to integrate student learning outcomes and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews core competencies for LPC students and develops strategies and timelines for incorporating and coordinating these competencies into learning outcomes inherent in courses and programs. The Student Learning Outcomes group works with the Curriculum Committee, Program Review, and Staff Development, establishing policies and procedures concerning the institutionalization of SLOs and assessment at LPC, which will be brought to the Senate for review and approval. In addition to providing support and materials needed for the development of SLOs and assessment, this group also coordinates, collects, and archives assessment activities in all sectors and organizes campus dialogue process concerning student learning outcomes and assessment."

After discussing, the Committee saw no need for changes.

The members serve a 1-Year Term and include:

* Administrators (2)
* Faculty (2 from each Division – ALSS/STEMPS/BSBA)
* Student Services (1)
* Classified (1)
* Students (2)
* Director of Research & Planning (Ex-officio Member)

The purpose of the Committee was reviewed reads as follows:

Student Learning Outcomes for 2013-14

As part of its next accreditation, Las Positas College will focus on Student Learning Outcomes. Student Learning Outcomes, or SLOs, are the results or evidence of student learning. They demonstrate the extent to which student performance meets expectations of learning. These results, to be collected at the course, program, and college levels, will be shared widely and used for the improvement of teaching and learning and for the improvement of the college as a whole.

Updates to the SLO webpage will be made.

VIII. Outstanding SLOs, Assessments, and Degree/Certificate Outcomes – The latest update of outstanding SLOs, assessments, degree, and certificate outcomes was reviewed and disciplines with outstanding items were assigned to Committee members within those divisions. Members have been asked to meet and encourage faculty to begin working on their outstanding SLOs, assessments, and outcomes. At the end of January a report will be requested to see if any improvement over the Fall Semester has been made. It has been a challenge getting faculty to complete what is left to do, so if a positive approach is found that proves to be successful sharing that idea would be helpful.

It was noted that some courses listed on the latest update show as active even though they have been sent through to be deactivated. Deactivating a course requires going through the curriculum process. This begins by submitting the request to deactivate the course in CurricUNET then having it go through the series of electronic reviews and approvals. After the course makes it through the CurricUNET process, it is placed on the Curriculum Committee's agenda and goes through the final stages for deactivating.

A brief discussion ensued regarding getting part-time instructors involved, having them receive SLO training, and if Flex Days could be used. Without the availability of Flex Days this academic year, it was possible that Variable Flex Hours could be used. Tina has offered to look into this further if there is enough interest. She also mentioned that compensation was available for part-time faculty for SLO work and to check with their division dean on how the process works. The question of how to document dialogue and communications regarding SLOs was brought up. One suggestion was to start a running list of informal written conversations not more than a paragraph or several sentences. Another was to include a line item on the division's agenda where conversation would be documented in the minutes, and another was to write an email and share the conversations have taken place within your "group" and having others add to the email and passing it along.

Members were encouraged to begin the process of contacting faculty. Additional questions, concerns, progress made, and strategies used related to meeting with faculty can be brought up at the next meeting.

IX. **SLO Assessment Process – Part 2** – At the last meeting the Committee discussed in detail the SLO Assessment Process. Suggested changes were implemented and the revised document is now ready to be presented to the Academic Senate.

The Committee went on to review the SLO Assessment Process general guidelines and another section listing what the Committee would ideally like faculty to include in their assessments. Discussion included changes to the wording, which clarified the guidelines making this document also ready to be presented to the Academic Senate.

The most current list of written SLOs can be found on the following link: http://www.laspositascollege.edu/slo/resources.php.

X. **Publicizing SLOs and Results** – Tina Inzerilla stated for accreditation purposes, the Institutional Outcomes results will now have to be published. With the reorganizing of eLumen last summer, generating those reports will be much easier. The report will list each core competency and the assessment result, across all disciplines.

The accreditation guidelines have not been reviewed to make certain this is a requirement. Scott Vigallon was informed of publicizing the results, but he was not certain if everyone wanted to make their results public since some may not look favorable. Also mentioned was the ACCJC

newsletter that had written placing information about degree and certificate outcomes in college catalogs, along with core competencies. Include outcomes in the college catalog did not seem logical since those would change within the four year span of the catalog. It was mentioned that for the last accreditation the College was placed in a situation where tremendous effort went into gathering and complying with what was requested, and much of that work was not even considered. In order to avoid replicating what happened the last time it should be made certain that having to publicize outcomes and core competencies in the catalog is actually an accreditation requirement.

A request to add a link on CLASS-Web that leads to the outcomes and core competency results will be made. Contact with someone associated with the college catalog will also be made to inquire how to place the core competencies in the catalog.

A draft of the proposed new standards will be sent to all committee members for informational purposes.

XI. **SLO Committee Accreditation Assignments** – The Committee received a copy of Accreditation Standards that they will be responsible for and begin working on next semester.

The Committee is linked to:
Standard II – Student Learning Programs and Services
* Sections – IIC1a

The committee is listed as a related unit or department for:
Standard II – Student Learning Programs and Services
* Sections – IIA, IIA1a, IIA2b, IIA2f

XII. **Adjournment** – 4:00pm

C.McCauley