DRAFT Minutes

Student Learning Outcomes Committee
October 6, 2014
2:30 p.m. – Room 2411A

Present: Ann Hight, Tina Inzerilla, Marilyn Marquis, Paula Schoenecker, Geoff Smyth, Mark Tarte, Dr. Renee Kilmer

Guest: Karin Spirn

I. **Set Agenda** – The meeting was called to order at 2:35 p.m.

II. **Approval of Minutes from September 8, 2014**
MOTION made to **APPROVE** the draft minutes from last meeting.
MSC: M.Marquis / G.Smyth / **PASS**

III. **Administrative Update** – Renee Kilmer introduced herself as Interim VP of Academic Services, and mentioned that she would be serving in that role until the end of the Fall Semester. She has had the opportunity to meet and participant in many of the college's meetings.

IV. **eLumen Update** – No report.

V. **Institutional Effectiveness Report Narrative** – At the last SLO meeting Rajinder Samra presented a report reflecting the College's Achievement of SLO Outcomes by Core Competencies. Based on the information related to SLO's, he asked the Committee for a brief narrative to include in the IEC Annual Report.

Tina Inzerilla presented a narrative she had written, and was discussed by those present. The following was agreed to by the Committee, and will be forward to the IEC Chair.

"Student achievement shows a pattern of student success. At least 81% of students have reached proficiency or higher in each core competency. Specifically: Communication – 81%; Critical Thinking – 86%; Creativity & Aesthetic – 90%; Respect & Responsibility – 91%; Technical – 85%. These results are statically consistent with the results for the 2012-2013 academic year. The results reflect the high standards and dedication to student learning, specifically to the core competencies listed above."

VI. **SLO PPU Reader Draft Worksheet** – A draft of the worksheet that will be used by the Committee members as a guideline when reviewing PPU's (Program Planning Updates) and NPPU's (Non-Instructional Program Planning Update) was presented. The questions were modified and structured so that so that while reviewing the SLO sections, it will be easy to recognize those areas where feedback will be given. The SLO committee will be providing feedback directly to the "writer," which was not how it was done the previous time.

The PPU's are due on October 16 with the review process lasting about one month. Tina has asked that the SLO summaries by this Committee to be completed by November 6, before the Program Review committee meets with the deans.

VII. **Accreditation SLO Committee Section** – At this meeting the SLO committee discussed Standard IIA 2 I and collectively came up with the answers to questions related to the college's degrees and certificates. The following will be submitted by this Committee as their response for part of Standard II of the accreditation:

Standard II A2 I: The institution awards degrees and certificates based on student achievement of a program's stated learning outcomes.

1) **By what means does the institution ensure that achievement of a stated programmatic learning outcomes are the basis for awarding degrees and certificates?**

The curriculum committee process ensures that each course and program meets the standards of the state and the college. After these courses and programs are approved at the college level, they are submitted for final approval to the state chancellor's office. Each course approved by the curriculum committee has stated outcomes and methodologies for teaching and assessment. The course outline ensures minimum standards are met. The college also ensures each course within a program links to the core competencies. Additionally,

the Student Learning Outcomes Committee motivates and supports the faculty in the development of student learning outcomes and monitors the results. This process provides instructors a mechanism for ongoing classroom research and modification of methodologies as needed.

All degrees and certificates awarded by the college meet the requirements set above.

2) What institutional dialogue has occurred about the learning expected of students to earn a degree or certificate?

Dialogue occurs in a number of venues across the campus. The curriculum process requires the faculty in the discipline to agree on each course outline. Each course outline is approved by the discipline, the division, and within the curriculum committee. The college has adopted the use of CurricUNET for the curriculum approval process involving numerous steps. Flex activities, flex days, and the hour after town hall meetings provided opportunities for discussion. The academic senate, division meetings, curriculum meetings, student learning outcomes committee meeting, program review committee meetings, integrated planning committee, advisory boards, and division meetings are opportunities for dialogue.

3) How has the college identified student learning outcomes for its degrees and certificates?

The faculty developed student learning outcomes and starts with the core competencies and assesses them in a two year cycle. All curriculum, including student learning outcomes and their assessment, is in the domain of the faculty of the college. Through a variety of processes such as the curriculum committee, student learning outcomes committee, program review, an overview by the faculty senate, division meetings, integrated planning committee, and advisory boards are opportunities for identifying student learning outcomes for degrees and certificates.

VIII. <u>Reassigned Time / New SLO Faculty Position</u> – A position for a SLO Liaison that will be supervised by the Vice President of Academic Services is being developed. This individual will work with the SLO Committee Chair, Academic Senate, faculty at large, and the Office of the Vice President of Academic Services to facilitate the training, development and assessment of SLO's, program outcomes and core

competencies as they relate to SLO's. This position will have 70% reassigned time for Spring 2015 semester only.

A draft of the position description was presented to the SLO committee for their review, discussion, and feedback. When finalized, complete details listing the responsibilities, compensation for the position, and how interested faculty can apply will be sent to all faculty from the Vice President's Office.

IX. **Target Completion Dates** – Setting a goal of committing the College to be 70% compliant by the end of this semester was suggested. A brief discussion of whether this percentage was attainable took place. The meeting ended and the members were asked to think about what would be a logical goal to set for the College for further discussion at the next meeting.

X. **Matrix of SLO Completion by Discipline** – To be discussed at November's meeting.

XI. **Adjournment** – 4:45 pm

C.McCauley