



SLO Committee Minutes

Date: September 12, 2016

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	8/22/2016	9/12/2016	9/26/2016	10/10/2016	10/24/2016	11/14/2016	11/28/2016	12/12/2016
Business	SLO Coordinator	Mark Fronke	P	P						
Counseling	SLO Coordinator	Jan Connal	P	A						
CCFF	Faculty	Solomon Namala	A	P						
Counseling	Faculty	Traci Ukita	A	A						
Curriculum	Faculty	Carrie Edwards	A	P						
DSPS	Faculty	Steven La Vigne	P	P						
Faculty Senate	Faculty	Vacant	A	A						
Fine Arts & Comm.	Faculty	Sergio Teran	P	A						
Health Occupations	Faculty	Ann Voorhies	P	P						
HPEDA	Faculty	Rebekah Hathaway	P	P						
HSS	Faculty	Jaclyn Ronquillo	P	P						
Liberal Arts	Faculty	Chad Greene	P	P						
Library/LRC	Faculty	Lorraine Gersitz	P	P						
SEM	Faculty	Chace Tydell	A	P						
Technology	Faculty	Nina Motruk	A	A						
IERP	ACCME	Kristi Blackburn	P	P						
SEM	ACCME	Connie Boardman	P	A						
Student Services	ACCME	Terrie Lopez	P	A						
CSEA	Classified	Sylvia Varela	A	A						
ASCC	Student	Vacant	A	A						

	Summary of Discussion
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:35 p.m.
Approval of Minutes	Ann Voorhies made a motion to approve the minutes from the August 22 SLO Committee meeting; Steven La Vigne second the motion. Of the eleven voting committee members present, six voted to approve minutes, and five- Carrie Edwards, Chace Tydell, Kristi Blackburn, Monica Lopez and Solomon Namala- abstained. Motion carried.
Discussion of Course-Level SLO, Certificate and Degree Calendars	<p>The committee agreed to leave the deadline date for Review Course and Degree/Certificate SLO's and Identify Assessment Method the same, Friday, September 16. For those who do not meet the September 16 deadline, Fronke will send out a reminder email and to contact him for any help needed.</p> <p>Action: Reminder email for those who did not meet deadline. Responsible Party: Fronke</p>
Discussion of SLO Survey "Free Comments"	<p>Fronke shared with committee some of the "free comments" from the SLO Survey. Most explained that they would like more training and they would prefer the training to be online.</p> <p>Action: Create videos for online training. Responsible Party: Fronke</p>
Discussion of SLO related information for accreditation report	<p>Rick Miranda shared with the committee what SLO information will be needed for the accreditation report, due in March 2017. Miranda explained to the committee that there will be three issues:</p> <ol style="list-style-type: none"> 1. Compliance 2. Recommendations 3. Annual Report <p>A letter from Barbara Beno from the ACCJC was presented. The letter provides revised requirements for preparing a Mid Term Report to the Commission. Action: Gather information for report. Responsibility: Fronke</p>
Discussion of SLO Assessment Process	<p>Jaclyn Ronquillo suggested that all Course SLO's to be assessed this semester should be set up to allow both a Rubric and an Excel spreadsheet for inputting assessment data in Elumen. Once implemented, faculty will be able to choose whichever method is best for their specific situation.</p> <p>Action: Set up assessments to accept both forms of input Responsibility: Fronke</p>
Goals for 2016-17	<p>Mark Fronke presented a draft of the Goals of the Committee for the 2016-17 academic year. After discussion, the following goals were established.</p> <ol style="list-style-type: none"> 1. Develop a process and necessary documents to assist all Departments/Programs selected for Instructional Program Review (IPR) to include SLO information (assessments, action plans and evaluations) in the self-study report. (Deadline: End of Fall 2016 semester) 2. Develop a series of workshops and/or videos to assist Department Chairs and Faculty in all steps of the SLO process including

	<p>writing/editing SLO's, assessment methods, action plan development and evaluation and use of the eLumen software. (Deadline: October 31, 2016)</p> <p>3. Develop a plan and narrative for the transition to the Canvas course management system and all implications for the SLO process. (Deadline: April 30, 2017)</p> <p>Action: Accomplished stated goals Responsibility: Fronke</p>
Dates for Training	<p>Mark Fronke presented the dates for future training sessions on Elumen to be held in the CTX</p> <ul style="list-style-type: none"> a. Committee – 12/5 @ 3:30 b. Chairs - 9/27 @ 11 am c. Faculty – 10/11 @ 11 am, 10/18 @ 5 pm <p>Action: Hold Training Sessions Responsibility: Fronke</p>
Meeting Adjourned	<p>Mark Fronke adjourned the meeting at 4:40</p>