



SLO Committee Minutes

Date: March 26, 2018

Time: 3:30 – 5:00 p.m.

Location: LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P	P	P			
Counseling	SLO Coordinator	Jan Connal	P	A	P	P			
CCFF	Faculty	Pauline Acosta	P	A	P	P			
Counseling	Faculty	Traci Ukita	P	P	P	P			
Curriculum	Faculty	Carrie Edwards	A	A	A	A			
DSPS	Faculty	Steven La Vigne	P	P	P	A			
Faculty Senate	Faculty	Michelle Lewellen	P	A	P	P			
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P			
Health Occupations	Faculty	Ann Voorhies	P	A	P	P			
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P			
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P			
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P	A			
Library/LRC	Faculty	Lorraine Gersitz	P	P	P	P			
SEM	Faculty	Chace Tydell	P	P	P	P			
Technology	Faculty	Chuong Vo	P	P	A	P			
IERP	ACCME	Kristi Blackburn	A	P	P	P			
SEM	ACCME	Connie Boardman	A	A	P	P			
Student Services	ACCME	Terrie Lopez	A	P	P	P			
CSEA	Classified	Vacant	A	A	A	A			
ASCC	Student	Princess Florendo	A	A	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	Connie Boardman made a motion to approve the minutes of the SLO meeting on February 26, 2018. Michelle Lewellen seconded. The committee unanimously passed the motion.
Final session for “SLO Extravaganza Day” – April 6	<p>Mark Fronke informed the committee that approximately thirty people signed up for SLO Extravaganza Day. He planned to remind campus faculty of the event on an email announcing that all the assessments were input and available in eLumen. Dr. Sharon Hamill received the suggestions for her keynote speech from the committee and agreed to them.</p> <p>Mark Fronke asked the committee if the two tracks of workshops should be merged. Merging them would allow Robyn Tornay, the eLumen representative, to participate both in the eLumen and theoretical workshops. The committee voted unanimously to merge both tracts of workshops for the event.</p>
SLO Coordinator Position – 2 year term for Fall 2018 to Spring 2020	<p>Michelle Lewellen supplied the proposed SLO Coordinator job description form. The form is going to the Faculty Senate on April 3, 2018. The purpose of the document was to follow the same format as other committee coordinators and to provide transparency about responsibilities.</p> <p>The committee voted to approve the following suggestions to amend the form and take to the Faculty Senate:</p> <ul style="list-style-type: none"> • Add “per week” at the end of the statement, “Coordinate up to 24 hours of hourly employee support.” • Strike the bullet: “Work each semester with IT to ensure that the correct courses, rosters, and users are uploaded correctly to eLumen.” • Revise the bullet, “Facilitate the subcommittee that will analyze the SLO assessment results and create improvement plans for the Liberal Arts and Sciences, General Education Competencies, and Institutional Competencies,” to “Facilitate the analysis of the SLO assessment results and creation of improvement plans for departments, areas and the institution.” • Revive the bullet: “Report to Vice President of Academic Affairs and the Faculty Senate on the progress of SLO assessment across campus,” to “Report to Vice President of Academic Affairs or designee and the Faculty Senate on the progress of SLO assessment across campus.”

	<p>There was also a discussion about the allotted reassigned time for the SLO Coordinator position, though there was no motion.</p>
<p>eLumen Data Steward Position (Same term as Coordinator)</p>	<p>The Vice President of Academic Affairs appoints the eLumen Data Steward Position.</p>
<p>Policy on SLO Coordinator as SLO Committee Chair</p>	<p>The committee made two suggestions to change the document entitled "SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES," and are as follows:</p> <ul style="list-style-type: none"> • Change the statement: "A faculty member elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30," to, "The Faculty Senate appointed Faculty SLO Coordinator will serve a two-year term as Chair of the SLO Committee. The term shall commence on July 1 and end on June 30. The Faculty SLO Coordinator will <u>not</u> serve as a representative from their own division, unless so voted by the faculty of that division." • Specify that quorum for the committee is 50% of voting members plus one.
<p>Items from the floor</p> <ol style="list-style-type: none"> 1. Three Year Report 2. Guiding Principles for SLO Assessment by the California Faculty Senate 3. 2018 Annual Report 	<ol style="list-style-type: none"> 1. Mark Fronke generated a report showing the statistics for divisional assessment results from Fall 2014 to Spring 2017. Each semester in the three-year time span divides assessment totals by Good, Satisfactory, Emergent, and N/A. Fronke sent the report to college Deans. The report shows that the trend for reporting, in general, is up. The report should generate dialogue at the Dean's level and may lead to action and improvement plans. 2. The California Faculty Senate publication entitled, "Guiding Principles for SLO Assessment," states that the college is responsible for implementing strategy so that the "results of assessment are being used for improvement and further alignment of institution-wide practices," and generating "widespread institutional dialogue about the results." <p>Mark Fronke stated that now is the time for the committee to increase institutional dialogue about SLOs. SLO data can support action and improvement plans at all levels of the college organizational structure. Consequently, action and</p>

	<p>improvement plans that use SLO data as evidence can affect future SLO trends.</p> <p>The infrastructure of eLumen supports the practice of moving course SLO data upward by linking SLOs, curriculum and planning together.</p> <p>Committee members discussed whether or not data was being used upward from the course level to make action and improvement plans. There was a consensus that it is a limited practice.</p> <p>Mark Fronke agreed to draft an improvement plan template outlining a procedure for SLO data to move upward from course level to the institutional level. The document will include suggested dates and deadlines for data to disperse throughout the college.</p> <p>3. Mark Fronke provided the SLO statistics for the ACCJC Annual Report for 2017-18. Data came from eLumen with direct advice from an eLumen representative stating what reports to use for the form.</p> <p>Action: Draft improvement plan template for faculty to use to report their action plans for the annual planning cycle. Responsibility: Mark Fronke</p>
<p>Meeting Adjourned</p>	<p>SLO Coordinator, Mark Fronke, adjourned the meeting at 5:05 P.M.</p>