SLO Committee Minutes

Date: **August 28, 2017**

Time: 3:30 – 5:00 p.m.

Location: SS 16

Division	Role	Name	08/28/2017	09/11/2017	09/25/2017	10/09/2017	10/23/2017	11/13/2017	11/27/2017	12/11/2017
Business	SLO Coordinator	Mark Fronke	P							
Counseling	SLO Coordinator	Jan Connal	P							
CCFF	Faculty	Pauline Acosta	P							
Counseling	Faculty	Traci Ukita	A							
Curriculum	Faculty	Carrie Edwards	A							
DSPS	Faculty	Steven La Vigne	P							
Faculty Senate	Faculty	Vacant	A							
Fine Arts & Comm.	Faculty	Sergio Teran	P							
Health Occupations	Faculty	Ann Voorhies	P							
HPEDA	Faculty	Jennifer O'Connor	P							
HSS	Faculty	Jaclyn Ronquillo-Adachi	P							
Liberal Arts	Faculty	Lee Anne McIlroy	P							
Library/LRC	Faculty	Lorraine Gersitz	P							
SEM	Faculty	Chace Tydell	P							
Technology	Faculty	Chuong Vo	P							
IERP	ACCME	Kristi Blackburn	P							
SEM	ACCME	Connie Boardman	P							
Student Services	ACCME	Terrie Lopez	A							
CSEA	Classified	Vacant	A							
ASCC	Student	Princess Florendo	P							

	Summary of Discussion
Meeting Called to Order	SLO Coordinator Mark Fronke called meeting to order at 3:32 p.m.
Approval of Minutes	Lorraine Gersitz made a motion to approve the minutes from the May 8 SLO Committee Meeting. Steven La Vigne second the motion. Of the fifteen-committee members present six abstained- Connie Boardman, Jaclyn Ronquillo, Jennifer O'Connor, Princess Florendo, Lee Anne McIlroy and Pauline Acosta.
Review of 2016-17 SLO Committee Activities- Memo to Faculty Senate	Fronke shared with the committee that he was uninformed that the committee was supposed to file a formal report with the faculty senate once every semester. Fronke shared the memo that he presented to the Faculty Senate. On the memo, Fronke reiterated what was on our year-end document that was submitted to the Institutional Effectiveness Research and Planning director. The other thing he presented was something he extracted from ACCJC- Guide to Evaluating and Improving Institutions, newly updated standards. Fronke reminded the committee that there is a misconception that grading and assessment is two different things. Fronke suggested, he will create a PowerPoint and each committee member will present it at their division meeting. **Action:** Remind faculty about the assessment process. **Responsibility:** Fronke with help of SLO Committee.
Schedule of SLO Cycle for 2017-18	Fronke presented an annual draft of the Course and Degree/Certificate SLO Deadlines for 2017-18. Fronke shared he will set up every course to assess for every SLO. Voorhies suggested moving the deadline date of Preparing communication to faculty regarding assessment strategy for academic year based on consensus of department faculty to May. Ronquillo-Adachi suggested embedding assessment strategy for the next year on the March 30, 2018 deadline. Fronke suggested embedding it in the action plan Prepare communication to faculty regarding assessment strategy for next academic year based on consensus of the department faculty and moving it to May 30. **Action:** Make changes to schedule. **Responsibility:** Fronke.
Policies and Procedures document	Many things on the SLO website are not consistent with the way we are now doing things. Fronke suggested he develops

	an SLO Handbook, distribute to faculty, and post it on the SLO website. Committee agreed to creating handbook **Action:** Create SLO Handbook. **Responsibility:** Fronke.

Status of eLumen
  a. **Courses – Inconsistencies with Chancellor database**
  b. **SLO updates**
  c. **Assessment strategy**
  d. **September 5th meeting with eLumen representative**
  e. **Dataload strategy**
	Fronke explained to the committee when we implemented data into eLumen we did not use People Soft database, we used the Chancellor's Office database. Which means if that a course has been inactivated on campus, it still showed up in eLumen. Many of the PEX courses have not been updated, so they are still working on fixing the issue. If there is absence of course on eLumen, contact Curriculum. Fronke shared he will be meeting with eLumen on September 5th. Fronke also explained that eLumen is very term orientated so when logging onto eLumen be sure the correct terms selected. Right now there are no course in eLumen as of September 8th there will be. The new dataload strategy will be to upload the data the week before the semester starts, revise it four weeks in and again the end of semester with the final roster.
	
	Action: Upload data.
	Responsibility: Fronke.

Meeting Adjourned	SLO Coordinator Mark Fronke adjourned the meeting at 4:52 p.m.