Student Learning Outcomes Assessment Steering Committee

Minutes
Friday, October 18, 2019
Counseling Center Conference Room
11:00 a.m. to 12:00 p.m.

Present: Joe’ll Chaidez, Xiaohong Li, Paul Blake, Leslie Minor, James May, and Tina Mendoza
Guest: None
Absent: Terri Smith
Secretary: Brandy Young

The meeting was called to order at 11:10 a.m.

Public Commentary
None

Approval of Minutes from September 27, 2019
Minutes were approved without changes.

Information/Discussion Items

1. Review Assessment Guide (1st 10 pages)
   - Page 4
     - First paragraph – change the word update to review
     - First paragraph – Remove the sentence, Some items are still in draft form or are proposal for implementation.
     - Second paragraph – Question on first sentence: What is the actual goal that is to be achieved?
     - Second paragraph – Remove “What PEMs are need?”
     - Dates for Updating SLOs – Is this in the right place?
     - Last paragraph – Remove Program Effectiveness Measures (PEMS).
     - Last paragraph – Add Student Achievement Learning Outcomes
   - Page 5
     - First paragraph – Remove PEMs
     - Add SALOs
     - Add “for students” after “achievement of educational goals”
     - Third paragraph – Check Standard I.A.2 for accuracy.
     - Italicize the Standard
     - Definition of Terms
       - Remove or update the SAO section. We are no longer using Scorecard or Completion by Design models. Joe’ll will work Xiaohong.
       - Remove PEMS
       - Joe’ll will write a section for Library and Learning Center
This page will need to be updated. The material is very outdated. Remove the Alcatraz – swimming example. Joe'll will do some research to find updated material.

Discussion was had on whether or not sequential steps should be used. The cycle should be fluid and the starting points could be at any one of these steps.

Made grammatical corrections to the flow chart.

Discussion regarding this page led to the debate on whether or not adjuncts are required to assess their SLOs. Different views were shared. It was suggested that this committee continue the discussion and come up with an answer regarding adjunct SLO assessment participation.

1. Review SLO Cycle
2. Writing an Effective SLO

These two items were combined for discussion. Joe’ll would like to revisit the older SLOs that have not been updated in a very long time. He would like to make sure if they are still measurable. It was stated that the practice has been such: SLOs should be reviewed during the COR revision schedule. Discipline faculty should be the group to review SLOs. Joe’ll asked the Committee for recommendations regarding the SLO cycle since there is no formal procedure. It was suggested that the question be taken to the Academic Senate Council. Joe’ll will work with Division Chairs and faculty to develop a process for revision. It was also suggested that the topic be taken to the Professional Development Committee to become a possible training topic for SLO Day during inservice.

3. Group Email – Joe’ll sent out 158 invitations to all full-time and part-time faculty. Of those 158 he had 28 responses. He stated that ¾ of the responses were adjunct faculty. Joe’ll will continue to send out the invitation. He will send out a different topic each month via the email group.

4. Participation Reports – Joe’ll passed out an example of the Faculty Participation Report for his Division. No Action was taken.

Action Items

5. Finalize Charter – The Charter was approved with the changes suggested at the September 27th meeting. The Charter will now go to the Academic Senate for final approval.

Other/Open Forum for Announcement
None

Adjournment (12:00 p.m.)

Next Meeting: The next meeting of the Student Learning Outcomes Assessment Steering Committee will be on November 15, 2019 at 11:00 a.m. in the Counseling Center Conference Room.

Respectfully submitted by Brandy Young