MINUTES

Committee: Student Learning Outcome
Date: January 26, 2011
Time: 3:00 p.m.
Location: TE513
Present:

- Carole Anderson
- Luis Avila
- Anna Badalyan
- Paulette Bailey
- Mara Bentley
- Ruth Bledsoe
- Deborah Harrington
- Michael Hopper
- Steve Kasmar
- Rose Maina
- Marilyn Maine
- Jamille McClendon
- Lisa Munoz
- Margaret Murphy
- Joseph Ratcliff
- Elton Robinson
- Alicia Rodriguez-Estrada
- Judith Samuel
- Nii Simpson-Rodgers

Guests: Daryl Kinney, District; Lourdes M. Brent, Academic Senate

Recommendations for College Council Committee (Action Items from Minutes Below):

Meeting Convened: The meeting was called to order at 3:00 pm.

Approval of Minutes: MSU: Maine/Ratcliff to approve 12/8/10 meeting minutes.

Report on Actions Taken: None
Action/Discussion Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>SLO committee membership</th>
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</thead>
<tbody>
<tr>
<td><strong>Key Consideration:</strong></td>
<td></td>
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<tr>
<td>1.</td>
<td>Check SLO committee bylaws to confirm make-up of committee.</td>
</tr>
<tr>
<td>2.</td>
<td>Verify with individuals on current committee list that they wish to remain on the committee.</td>
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<tr>
<td>3.</td>
<td>Correct the following: remove Kathleen Burke-Kelly, Tom Vessella, Allison Reid. Add Deborah Harrington, Joseph Ratcliff, Lisa Munoz.</td>
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<tr>
<td>4.</td>
<td>Add Elton Robinson, Nii Simpson-Rodgers, Mara Bentley</td>
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**Actions Taken (if any):**

<table>
<thead>
<tr>
<th>Item</th>
<th>Update on SLO Activity</th>
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</thead>
<tbody>
<tr>
<td><strong>Key Consideration:</strong></td>
<td></td>
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<tr>
<td>1.</td>
<td>Per J. Ratcliff all departments have submitted their Red Books with SLO/Assessments. The data was put on a spreadsheet and he generated feedback as did the deans on randomly selected course SLOs. They will then be returned to the department chairs. Many have already received the feedback and others are still pending.</td>
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<tr>
<td>2.</td>
<td>A pilot validation group reviewed the SLO/Assessments on fifty courses and rated them. The purpose was to identify areas that required more training campus-wide.</td>
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<tr>
<td>3.</td>
<td>First week of spring semester AAVP, deans will meet with departments to discuss what the SLOs revealed, what improvements are recommended, and any resources that may be needed. Trade must establish links between SLOs and PR.</td>
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<td>4.</td>
<td>A. Badalyan and J. Ratcliff will develop forms so that all departments can report on their dialogue process uniformly.</td>
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<tr>
<td>5.</td>
<td>Per A. Badalyan, Student Services met today to identify their SAOs and SLOs. Data was then transferred to a spreadsheet which will then be given to the different areas to complete and provide additional data.</td>
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<tr>
<td>6.</td>
<td>Training will be provided to Administrative Services and Student Services to finish their SAO/SLO/Assessment process next week.</td>
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<tr>
<td>7.</td>
<td>SLO/Assessment process will have to be completed on the second half of active courses in the spring semester. Red Books with forms will be submitted to all chairs at the next Academic Council 2/3/11. A. Badalyan will provide a list of all active courses; indicate which ones have been assessed in fall 2010, and which ones must be done in spring 2011.</td>
</tr>
<tr>
<td>8.</td>
<td>Form #2 from the Red Book identifying SLOs and assessment tools must be returned by 2/15 to the deans.</td>
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<tr>
<td>9.</td>
<td>Dialogue form will have a tentative turn in deadline date of 2/18/11. In the event that a departmental dialogue meeting cannot be scheduled before then, a plan of when it will happen must be turned in to the dean so that a timeline can be included in the FUR.</td>
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<tr>
<td>10.</td>
<td>REMINDER: The FUR must be available for review and comment to College Council and Academic Senate before a final draft is presented to BOT on 3/9/11 and then send on to ACCJC by 3/15/11.</td>
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<tr>
<td>11.</td>
<td>NOTE: For the Midterm Report due spring 2012, SAO/SLO/Assessment/PR</td>
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process must be complete for all active courses, programs and institution.

**Actions Taken (if any):**

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**Item:** SLO Committee Chair Election

**Key Consideration:** M. Hopper suggested that this be put off until verification of all committee members is established. L. Brent recommended that a Chair Protem be elected to help move the committee forward.

**Actions Taken (if any):** None

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**Item:** Spring 2011 SLO Activities

**Key Consideration:**

1. D. Harrington and J. Ratcliff will take care of Red Books and department dialogue forms this next week.
2. SLO Committee must review SLO/Assessment process for effectiveness and determine whether the process will be continue as is or whether specific changes need to be made to streamline and increase efficiency.
3. SLO Committee must develop manageable timelines for SLO/PLO/Assessment in the future. Refer to the existing planning calendar.
4. SLO Committee should review the AMP.
5. Deadline to submit plans to D. Harrington/J. Ratcliff by the end of February 2011.
6. SLO Committee should review all SLO forms developed by T. Vessella, A. Badalyan and J. Ratcliff and officially approve them. Corrections and changes can be made once the FUR is completed for use in the coming years.

**Actions Taken (if any):**

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**Next Meeting:** Wednesday, February 16, 2011 in Room TE513 at 3:00 p.m.

**Meeting Adjourned:** The meeting was adjourned at 4:30 p.m.