Committee: Student Learning Outcome
Date: February 16, 2011
Time 3:00 p.m.
Location: TE513
Present:  
☐ Carole Anderson  ☑ Marilyn Maine  
☒ Luis Avila  ☑ Jamille McClendon  
☒ Anna Badalyan  ☐ Lisa Munoz  
☐ Paulette Bailey  ☐ Margaret Murphy  
☐ Mara Bentley  ☑ Joseph Ratcliff  
☐ Ruth Bledsoe  ☑ Elton Robinson  
☐ Deborah Harrington  ☑ Alicia Rodriguez-Estrada  
☑ Michael Hopper  ☑ Judith Samuel  
☐ Steve Kasmar  ☐ Nii Simpson-Rodgers  
☐ Rose Maina  

Guests: Lourdes M. Brent, Academic Senate; Geoff Skarr, PE; Christina Anketell, LS

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: Ratcliff/Jackson to approve 1/26/11 meeting minutes.
Action/Discussion Items:

<table>
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<tr>
<th>Item</th>
<th>Key Consideration</th>
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| SLO committee membership  | 1. SLO committee By-Laws were handed out for reference.  
|                           | 2. The following is a Roster of Members for SLO:  
|                           | a. One SLO coordinator – vacant.  
|                           | b. One faculty chair, PR – Marilyn Maine  
|                           | c. One VP of Acad. Affairs/LATTC Accreditation Liaison Officer – Deborah Harrington  
|                           | d. One faculty chair, curriculum – vacant. J. Babb will inform SLO committee when Curriculum chair is elected at 2/22 meeting.  
|                           | e. Four academic faculty – L. Avila, R. Maina, N. Simpson-Rodgers, J. Ratcliff, A. Rodriguez-Estrada  
|                           | f. Four CTE faculty – E. Robinson, S. Kasmar, two vacancies  
|                           | g. One Student Services rep. – M. Hopper  
|                           | h. One rep from any campus group – J. Samuel  
|                           | j. One ASO rep – L. Munoz  
|                           | Selection/approval of faculty committee members are made by Academic Senate. Names of all interested faculty will be presented to AS. New faculty – Elton Robinson, Nii Simpson-Rodgers, Mara Bentley, Christina Anketell, Geoff Skarr |
|                           | Actions Taken (if any): None                                                                                                                                                                                                                                                                                                                                 |
He described the purpose of each form - #1 (identify courses to be archived or updated); #2 (define SLO and assessment criteria); #3 (record course assessment); program curricular map (link SLO to PLO/Core Comps); PLO form (identify PLO and assessment criteria); PLO Assessment form (record program assessment); SLO student quiz.

3. Academic Senate involvement with SLO/Assessment process summarized: convocation, approve updated and archived courses, updating ECD, faculty training.

4. Training provided to each department and individual needing guidance and aid in completing Red Book.

5. Approved hiring of 1.0 and 0.4 coordinator and trainer.

6. Focus for fall 2010 will be SLOs and for spring 2011 will be PLOs and SAOs.

7. Red Book data from fall 2010 inputted into spread sheets then onto evaluation forms. SLOs and assessments were reviewed by J. Ratcliff and the deans and commendations and recommendations were given on randomly selected SLOs.

8. Various random SLOs were then examined by a pilot validation group who “graded” the information. Did the criteria measure the SLO properly? Was the analysis of assessment findings clearly provided? Were appropriate changes and resources recommended to address these findings?

9. J. Ratcliff provided handouts for each step as well as a validation meeting summary.

10. Department chairs were tasked with completing a discipline/department dialogue with faculty to discuss the SLO/Assessment process, its findings, and recommended changes as well as resource requests to implement the changes by 3/25/11. A few departments have volunteered to complete these dialogues early so that the outcome of these discussions can be included in the upcoming FUR.

11. A copy of the Rec. #3 draft was given to each SLO committee member for review. J. Ratcliff would appreciate feedback as soon as possible so that he can incorporate any changes in the FUR.

### Actions Taken (if any):

<table>
<thead>
<tr>
<th>Item: Current Red Book Timeline</th>
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<tbody>
<tr>
<td><strong>Key Consideration:</strong></td>
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<tr>
<td>2/18/11 – Instructional: Form 1(AA), 1P(AA)</td>
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<tr>
<td>Service: Form 1(SS/AS)</td>
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<tr>
<td>2/28/11 – Instructional: Form 2(AA), scheduled discipline dialogue</td>
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<tr>
<td>Service: Form 2(SS/AS), Form 3(SS/AS)</td>
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<tr>
<td>3/25/11 – Instructional: discipline dialogue completed</td>
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| **Action Taken:** MSU: Avila/Ratcliff to approve current timeline. |
**Item:** SLO Postings and Student Comprehension of SLO  
**Key Consideration:**  
1. A. Badalyan and J. Ratcliff have searched for a venue to post SLOs making them available to students. For the time being, the SLOs have been taken from the current syllabi and linked from the course to the course description on the semester schedule. Eventually, the SLOs will be consistently found on the schedule, the catalogue, syllabi, course outline and the ECD.  
2. By Board mandate, SLOs must be on all course outlines. Faculty must cover the SLO for each course and its value to students and programs. SLO committee members recommend training faculty to educate students on SLO concepts and purpose. Utilize ASO and other student services to ensure that all students understand SLOs.  
**Actions Taken (if any):** None

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**Item:** SLO committee tasks  
**Key Consideration:**  
1. Develop a new plan and timeline for future SLO/Assessment process. Consider a three-year cycle and contingencies for new courses and courses brought back from archives. Recommend coordinating this cycle with program review cycle. Look for examples and develop new parameters.  
2. Develop new SLO student quiz. Consider the type of information and usefulness of data acquired through the quiz.  
3. Develop a survey to determine the effectiveness of the Red Book and the SLO/Assessment process. Example: redundancy of forms was a major issue in fall 2010.  
4. Review Recommendation #3 draft and give J. Ratcliff feedback this week.  
**Actions Taken Recommendation #3 draft and give J. Ratcliff feedback this week.**

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**Items from the Floor:**  
1. J. Ratcliff would like approval to represent Trade Tech’s SLO committee at the 2/24/11 District SLO Coordinator’s meeting. MSU: Avila/Maine to so approve.  
2. A. Badalyan also extended an invitation to SLO committee members to attend an upcoming IS committee meeting. She will provide details at a later date.  

**Next Meeting:** Wednesday, March 9, 2011 in Room TE501 at 3:00 p.m.  
**Meeting Adjourned:** The meeting was adjourned at 4:35 p.m.