



SLO Core Team Meeting Minutes

Present: Veronica Avil, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez,

Thursday, September 28, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Summer Tasks	I/D/A	All	<p>Summer Tasks Completed:</p> <ul style="list-style-type: none"> • During Summer, each department chair was emailed status report of their assessments along with an offer to meet with them and/or their department faculty. Amy - Creative Arts, Language Arts, and Physical Education Mary - Academic Services, Bus/CS/AppTech, PSME Toño - IIS and SSH • List of department chairs for 2017-18 has been updated. • Courses were updated on TracDat to be in agreement with 2017-18 College catalog. In addition, updates were made to titles, descriptions, and Student Learning Outcome statements to agree with those stated on revised outlines. The status of SLOs that are no longer on the ECMS revised course outlines were changed from “Active” to “Archived SLO Statement”. This update brings back red flags to those courses where the SLO is different from the old SLO indicating that the new SLO as yet to be assessed. • Reports were added to “All Instructional Division” including a new Ad Hoc report titled <i>Summary at Course Level for All</i> By giving the number of SLO statements that have not been assessed and the date of the last assessment, courses that have not been assessed within the last five years are shown. • SLO Website has been completely reorganized giving easy navigation to important topics from the left frame. Of special note is that Institutional Core Competency Assessment link leads to multiple pages illustrating the work that has been done in the assessment of each SLO.

			<ul style="list-style-type: none"> • Mapping within such areas as FYE has been realigned. • The new Ad Hoc report named <i>Summary at Course Level for All</i> will assist Christina and Deans in keeping apprised of SLO assessment progress. • New Faculty and Staff presentation held on September 13 at 11:15 -11:45 am in MLC Building was well attended. <p>Faculty present: Khoa Nguyen (Counselor – MPS), Lisa Castro (Counselor – Transfer Center), Betty Inoue (Counselor – Articulation), Felisa Vilaubi (Counselor – LA), Marc Taberna (Counselor DSPS), Anita Vazifdar (Counselor – DSPS), Mary Sandra Diaz (Nursing), Stephanie Anderson (Communication), Nicholas Chivers (Communication), Megan Brophy (Chemistry), Jayanti Tambe (Child Development), Teresa Dey (Film/TV), Darlene Frie (Nursing), Dawn Lee Tu (Director – Professional Development), Kristin Skager (Reading), Terrence Mullens (Meteorology), Casey Regehr (Adaptive P.E.) Need to follow up with Noemi Teppang (Counselor – ISP). Mark Johnson and Kristin Skager have attended SLO workshop last year. Grant Faculty Present: John Caveno and Melissa Rueda.</p> <p>SSLO/AUO Present: Anderson, Jerel (Custodian) Bays, Ching Caruana, Tracy (Office Assistant/DSPS/LCW) Carungay, Edwin (Multimedia Coordinator / Communications) Chand, Sushini (Student Success Specialist / Early Alert / Counseling) Darwin Giovanni Supnet (Admin Asst I / Health Services) Del Rio, Patricia L. (Evaluations Specialist) Joseph Gilmore (Evaluations Specialist)</p>
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SSLO/AUO	I	Veronica	Stacy Cook has invited Veronica to the SSPBT meeting of October 5 at 1:30 pm to discuss assessment progress and the next steps. After this initial presentation to the group as a whole, Veronica will make appointments to meet with individuals/areas to further assessment work.
SLO office Hours,	I	Mary	Office Hours –

Workshops/Retreats			<p>->Tuesdays 12:30 - 1:30 pm ->Thursdays 10:00 - 11:00 am</p>
Accreditation Committee	I/D/A	All	<p>Faculty are now convinced of the cyclic nature of the process and are committed to maintaining the sustainability of the process.</p> <ul style="list-style-type: none"> • Adjunct faculty now have responsibilities stated in 2016-19 FHDA Agreement under article 7, section 25: <i>Part-time faculty employees shall be required to participate in Student Learning Outcome (SLO)/Service Area Outcome (SAO) activities. For the purposes of this article, participation is defined as:</i> <ul style="list-style-type: none"> 7.25.1 <i>Including the SLOs on the course syllabus (“green sheet”) for all assigned courses; July 1, 2016 to June 30, 2019 51</i> 7.25.2 <i>Proctoring an SLO assessment for at least one assigned course per year, and sharing a summary of the results of the assessment with the department/division, provided at least one assigned course is scheduled for department assessment during a quarter of assignment; and</i> 7.25.3 <i>Participating in a minimum of one department or division discussion of SLO/SAOs per academic year, provided that discussion occurs during the quarter or quarters of assignment. This participation may be in person or by electronic means (email, discussion board, etc.)</i> • To ensure sustainability SLO Coordinators have commenced a conversation with Curriculum to include SLO assessments as an integral part of the 5-year course revision process. • Liaisons were effective in guiding faculty in setting up the SLO process and, in particular, in establishing meaningful SLO statements that were assessable and in ensuring that the data was correctly entered into the data collection system. Now with the ability to send out assignments with or without a method already in place, liaisons model was retired but the number of coordinators was increased by one. While all four coordinators will answer any doubts that anyone raises, each of the four coordinators is assigned to specific areas when it is appropriate to reach out to the faculty.

			<ul style="list-style-type: none"> • Convocation is entrenched as a campus event. It is expected to happen. After the general session in the morning which focuses on an ILO, the afternoon is seen as a time for departments to work on assessments and the Program Review. • Staff within the SSLO and AUO areas are attending workshops on SSLO/AUO workshops in greater numbers • Deans are very supportive of the SLO process. They are kept informed of their Division's progress. • Program Review document is completed on TracDat for all three PBTs. This has led to good dialogue between faculty and staff in the assessment process. It has been a unifying concept. We are all assessing outcomes although from different viewpoints but with united purpose of improving the student experience on campus. The program review is where a department or area begins their request for faculty, staff, and other resources. These requests must be supported by data and SSLO/SLO/AUO assessments provide the preferred supporting data.
Newsletter	I/D/A	All	<p>First issue for 2017-18 to be out by second week in October.</p> <ul style="list-style-type: none"> ✓ Summary of assessment progress ✓ What's new: green box, updated SLOs, ICC webpages, assignments directly related to SLO statements (sustainability) ✓ Do your students know their SLOs? ✓ Article on ways to enhance class on campus meetings through incentives to attend.
TracDat Changes	I/D/A	Mary	<ul style="list-style-type: none"> • New Branding Instead of Nuventive TracDat it is Nuventive Improve. • Assignments can be sent without basing them on a method. Now areas are allowed to send assignment related directly to the outcome statement. Mary will enable this feature for all instructional and hybrid areas. • Verge of single sign-in • Data tools now has the capacity to integrate with SIS Banner. A two-dimensional table with the names of the students in column

			<p>one and each SLO for the class as a column header, the instructor clicks on “Above Expectations”, “At Expectation”, or “Below Expectation” to collect assessment data. The data can then be merged with demographics to accomplish the disaggregation of data on target points. The process is clinical in nature and does not lead to faculty dialogue, reflection, or enhancement. It would require a data entry person to facilitate the set-up each quarter. A possible scenario for the district to provide setting this up for both Colleges and faculty could choose this as data collection only but not have it replace the organic assessments that are now in place.</p> <ul style="list-style-type: none">• There is now available a standard report that prints out all content of the Annual Updates for Program Review page. If there are multiple years then one may select one or any number of them. The only issue is that there is no way at this time to pull information from only selected boxes such as just from the information in the equity section.• When creating ‘Custom Fields’ there is now the option to choose a label that can act as a separator between sections of something such as the Program Review document.
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