



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: November 1, 2010

Topic	Discussion	Action/Concern
<p>Numbers of SLOs, SLOACs, SSLOACs, &AUOACs</p>	<p>Numbers given for SLOs and SSLOACs Method for counting courses: Count all course outlines in ECMS for Master Courses subtracting out the following: 1) No cross-listed courses 2) No courses with variable credit 3) No courses that have not been taught within the last five years 1581 Courses Counted: Those having SLOs: 1178 Those with SLOACs in progress: 111 Those with completed SLOACs (SLOs – Assessment –Reflection): 89 Student Learning Outcomes are tightening up the entire curriculum development process.</p>	<p>An AUOAC Report Form will be sent to all programs in College Services by the end of the winter quarter.</p> <p>SSLOACs and AUOACs please see attached reported presented by Jim Haynes.</p>
<p>SLOs and Curriculum</p>	<p>Process is in place to tighten the timeline for SLOs.</p>	<p>Any course presented to the Curriculum Committee, whether new or an update of an existing course, needs to have Student Learning Outcomes stated.</p>
<p>Programs without a “home”</p>	<p>For some programs such as Community Education, Human Development, OTI, HUMA the responsible entity is unknown.</p>	<p>Seek assistance from the SLO Steering Committee to ask the College Counsel to 1) Update the Organizational Chart 2) Explicit pathway between program and IPBT, SSPBT, or FERPBT.</p>

Student Services (SSPBT)

18 programs

- 18 programs have written and submitted SSLO statements (100%)
- 70 SSLO statements have been written and of those 70 SSLO statements have been submitted (100%)
- 11 programs (61%) submitted an Annual Program Update in Spring 2010
- 6 programs (35%) are also conducting SLOAC on their curriculum

SSLOAC Fall Report sent to all 18 programs - (due date is Nov. 16 - as of Nov. 4),
Eleven have been returned (61%).

Based on the information from the 11 programs that have submitted their SSLOAC Fall Report:

In 2009-10:

Of the 70 written and submitted SSLO statements, 30 were assessed (43%)

Of the 30 assessed statements, 29 SSLOAC were completed (97%)

Of the 18 Student Services programs, 11 programs (61%) submitted the 2009-10 Annual Program Review Update

In 2010-11:

One program has already assessed and completed SSLOAC on 3 statements.

The other 10 programs plan to assess and complete SSLOAC on 25 statements

One program has already written a Program Level Outcome (PLO) Statement

Academic Services (IPBT)

12 Programs plus OTI and Community Education

Of the 12 Academic Services programs:

- 4 say they have written SSLO or AUO statements (33%)
- 2 have submitted their SSLO statements
- 2 have written and submitted Program Level Outcome Statements.

OTI and Community Education have written and submitted 6 SLO statements - of the six statements - 3 have been assessed and completed SSLOAC (50%) in 2009-10

A SSLOAC/AUOAC Fall Report Form will be sent to all programs in Academic Services plus OTI and Community Education the second week in Nov.

College Services (FERPBT)

17 programs of which 7 have written and submitted AUO statements (41%)

Their goal is to complete at least one AUOAC per program in 2010-11

An AUOAC Report Form will be sent to all programs in College Services by the end of the winter quarter.



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: November 8, 2010

Topic	Discussion	Action/Concern
Web site, Newsletter	Appropriate to work on these together.	Work on enhancing the SLO Website and instigating a SLO Newsletter (covering best practices, evidence) will commence in Winter 2011. Also, a review and update of the SLO Philosophy/Vision statement will be conducted.
Workshop	Working with those who have many programs (certificates/degrees)	In one-on-one discussions with participants in the 2010 Fall SLO Regional Conference Mary found out that some departments handle this by mapping which PLOs address the same SLOs and assess these.
2010 Fall SLO Regional Conference held Nov. 5, 2010 in Rocklin, CA	The visiting team will be looking for <u>detailed plans about the institution's assessment plans, and especially the discussions that surround the SLOAC processes across the college at ALL levels.</u> They gave an example of a handbook and flow chart from "x" college. Jim brought forth the concept of a PERT, Institutional Program Evaluation Review team. The purpose of the team would be to review annually the progress of the shared governance teams and their work within the institution's assessment plan or DA's OBPR. Who would serve on this team and the processes that they oversee still need to be discussed in more detail.	
Necessity for	Accreditation team will be looking for evidence of	Ask through the program review at least the number

evidence dialog	dialogue that leads to SLO and PLO improvement.	of people involved in the discussions, the date, and a conclusion/snapshot of what occurred.
Institutional Assessment Plan	<p>Handbook on Shared Governance is needed</p> <p>Timeline OBPR</p> <p>ACCJC will be looking for a link between decision making and SLO initiatives. This was emphasized at the 2010 Regional SLO Conference.</p>	<p>Handbook on Shared Governance is a task for College council</p> <p>Master Calendar is the responsibility of the College Council</p> <p>Once the PLOs are assessed and the annual Program Review updates are complete this link is the responsibility of the College Council and IPBT, SSPBT, and FERPBT.</p>
Melissa's Time Card	Someone needs to verify Melissa's hours and sign off on her time sheet.	This will be re-visited at our next meeting.



SLO Team Meeting:

~~Anu Khanna~~, Jim Haynes, ~~Jaquelyn V. Reza~~, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: November 15, 2010

Topic	Discussion	Action/Concern
SLOACS	Not all need to be completed by 2012	
Workshop	Drafts of Session Outline, Worksheets, and slides were presented.	All should be in place by first workshop on Wednesday, Nov 17. Toño will present since Mary will be teaching.
“Point Person” in verification of Melissa’s hours.	This person should be an SLO Coordinator (Jim, Mary, or Toño).	Mary will be person to verify hours worked by Melissa and keep track of hours left.
OBPR	Coleen presented a change to the timing of the Mega Review proposed by Brian Murphy and Senior Staff. The proposal was to move the Mega Review to 2013-14. The pros and cons were discussed.	The final decision should be made by the College Counsel after input from the IPBT, SSPBT, and FERPBT.
Retreat	Possible dates were discussed.	Friday, December 10 in the afternoon.



SLO Team Meeting:

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Date: November 22, 2010

Topic	Discussion	Action/Concern
Program Assessment Workshop	Approximately 20 attendees. We need a better system of tracking where each department is at. To augment the Liaison concept thoughts are to contact/work with/present directly to Divisions and Departments.	Need to hold this workshop again in January. To retrieve actual names from Mary Kay.
Presentation to IPBT	Give overview of where we are in the entire SLO development and an overview of the Program Assessment Workshop.	Toño and Mary to present to the committee on Tuesday, November 23 at 4:00 pm.
Web site update	PLOs, SLOs, Processes, Deadlines all need to be online.	Part of Winter Quarter update of Website.
Retreat	Possible dates were discussed.	Friday, December 10 in the afternoon. Anu to reserve room.



SLO Team Meeting:

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Date: November 29, 2010

Topic	Discussion	Action/Concern
Senate Meeting on November 29	SLO Team has been asked to present a timeline.	Toño and Mary to give report.
January Activities	Departments need to prepare final draft of PLOs, map PLOs to ICCS, and decide on Means of Assessment. Curriculum Committee will be conducting workshops to improve and finalize PLOs for the Catalog (final drafts of PLOs due February 26). It is appropriate at this time to have department chairs as point persons since they are the ones responsible for submitting the Program Review. However, Liaisons will continue to assist in the overall Student Learning Outcome activities.	Anu will be the lead on this with Toño and Mary offering their assistance.
Jan – Feb Activities	Catch up on “Data Integrity”. Outreach to departments, liaisons, and deans to ascertain that we have captured all work on SLOs/PLOs.	This will be an outreach effort by Toño and Mary. Under the auspices of the Steering SLO Committee e-mail will be sent to update SLOAC and PLOAC information.
Mar – Apr Activities	Timeline for Assessing all Programs/Degrees/Certificates needs to be discussed at department level and submitted in time for Program Review.	Need a plan of action for this phase.
Winter Workshop	This Workshop will be aimed at SSLOs and AUOs.	To be set for third week in January
Meeting Time for Winter Quarter	Must re-check calendars.	Tentatively set for Wednesday’s at 1:30 pm.