



SLO Core Team Meeting Minutes

Veronica Avila, Alex Harrelll, Lydia Hearn, Amy Leonard, Mary Pape, Toño Ramirez, Dawn Lee Tu

**Tuesday, October 2, Admin 106, 12:30 – 1:20 pm**

TOPIC	Purpose	LEADER	Notes
Conversion to new SLO Assessment data collection tool	I/D	All	<p>Timeline: 2018-19 will be last year for ECMS</p> <p>Conversion involves:</p> <ul style="list-style-type: none"> <li>• Export from old system, import to new system of assessment work including documents that have been related to individual assessments</li> <li>• Program review repository</li> <li>• Extraneous documents such as department meeting notes</li> <li>• Report generation</li> <li>• Department chairs, deans, faculty as a whole all have different privileges</li> </ul> <p>Issues:</p> <p>From experience when we converted from ECMS system to TracDat faculty were definitely not forgiving about loss of data, i.e. their assessment work.</p> <p>Wish list from SLO Coordinators:</p> <p>Better reports</p> <p>Automatic updates generated by the curriculum side</p>



SLO Core Team Meeting Minutes

Veronica Avila, Mary Pape, Toño Ramirez

Tuesday, October 9, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes															
SSLO/AUO	I/D	Veronica	<p>Veronica met with Susan Cheu on 10/9</p> <p>Just like last Winter, Veronica plans to meet with SSLO and AUO (now called Office of Administrative Services) teams during February 2019.</p>															
SLO Assessment Curriculum Form	I/D/A	Toño	<p>Toño will discuss SLO Assessment Curriculum form with Curriculum Committee today. Talking points include:</p> <ul style="list-style-type: none"> <li>• Signature for this form is just as necessary as matrix form, etc.</li> <li>• This will be pilot year, so changes to SLO statements, methods of assessment, data summaries, reflection and enhancements will be recommendations.</li> </ul> <p>More call out to faculty is needed:</p> <ul style="list-style-type: none"> <li>• Academic Senate Newsletter will have an article</li> <li>• SLO Newsletter</li> <li>• Emails to all faculty through division assistants with Deans cc'd</li> <li>• Information to all chairs</li> </ul>															
Workshops/Office Hours	I/D/A	All	<p>The table As of 10/9/2019 showing completion of assessments in each department. We will work with those programs that are under 50%. In the case of several areas including</p> <table border="1"> <thead> <tr> <th>Department</th> <th># Courses</th> <th>#Courses Assessed</th> <th>%</th> <th></th> </tr> </thead> <tbody> <tr> <td>Dept - (PSME) Engineering</td> <td>0</td> <td>0</td> <td>0%</td> <td>Mary</td> </tr> <tr> <td>Dept - (SSH) Social Science</td> <td>3</td> <td>0</td> <td>0%</td> <td></td> </tr> </tbody> </table>	Department	# Courses	#Courses Assessed	%		Dept - (PSME) Engineering	0	0	0%	Mary	Dept - (SSH) Social Science	3	0	0%	
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			Dept - (IIS) Intercultural Studies	43	19	44.20%	
			Dept - (IIS) French	6	3	50%	
			Dept - (LA) Language Arts	4	2	50%	
			Dept - (PSME) Geology	2	1	50%	
			Dept - (SSH) Child Development	44	22	50%	
			Dept - (BHES) Environmental Studies	57	29	50.90%	
			Dept - (B/CS) Computer Information Systems	74	42	56.80%	
			Dept - (LA) Reading	5	3	60%	
			Dept - (SSH) Sociology	10	6	60%	
			Dept - (SSH) History	20	13	65%	
			Dept - (SSH) Anthropology	10	7	70%	
			Dept - (SSH) Paralegal Studies	24	17	70.80%	
			Dept - (LA) Journalism and Mass Communication	21	15	71.40%	
			Dept - (IIS) International Studies	11	8	72.70%	
			Dept - (PSME) Mathematics	30	22	73.30%	
			Dept - (SSH) Philosophy	15	11	73.30%	
			Dept - (SSH) Geography	4	3	75%	
			Dept - (IIS) Women's Studies	9	7	77.80%	
			Dept - (LA) Communication Studies	9	7	77.80%	

			Dept - (CA) Music	55	43	78.20%	
			Dept - (CA) Art	56	44	78.60%	
			Dept - (SSH) Humanities	11	9	81.80%	
			Dept - (LA) English	41	34	82.90%	
			Dept - (IIS) Spanish	6	5	83.30%	
			Dept - (BHES) Biology	25	21	84%	
			Dept - (LRC) Student Success Center (Hybrid)	7	6	85.70%	
			Dept - (PE) Kinesiology	85	73	85.90%	
			Dept - (B/CS) Automotive Technology	57	49	86%	
			Dept - (CA) Film/Television	51	44	86.30%	
			Dept - (SSH) Administration of Justice	22	19	86.40%	
			Dept - (CA) Photography	16	14	87.50%	
			Dept - (LA) English as a Second Language	17	15	88.20%	
			Dept - (SSH) Political Science	9	8	88.90%	
			Dept - (B/CS) Accounting	20	18	90%	
			Dept - (PE) Massage Therapy	10	9	90%	
			Dept - (PSME) Physics	10	9	90%	
			Dept - (PSME) Chemistry	11	10	90.90%	
			Dept - (PE) Physical Education	17	16	94.10%	
			Dept - (B/CS) Business	18	18	100%	
			Dept - (B/CS) Real Estate	5	5	100%	
			Dept - (BHES) Health Technologies	45	45	100%	
			Dept - (BHES) Medical Laboratory Technician	18	18	100%	
			Dept - (BHES) Nursing	27	27	100%	
			Dept - (IIS) Hindi	3	3	100%	
			Dept - (IIS) Italian	3	3	100%	

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LOAC Award	I/D/A	Veronica	No application from ESL or anywhere else yet. Veronica will check with ESL.																																								
2019 Convocation	I/D/A	All	<p>Date –February 8<sup>th</sup> or 22<sup>nd</sup> in order to provide opportunities for departmental input into program review.</p> <p>ICC? Theme? We will not proceed without input from Dawn.</p>																																								
Steering Committee Meeting	I/D/A	All	<p>Spring meeting was canceled due to no administrators could attend.</p> <p>Agenda that was planned:</p> <ul style="list-style-type: none"> <li>-Providing a brief overview of the work of the SLO core team during the 2017-18 year</li> <li>-Discussing strategies for furthering our work in the coming year</li> <li>-Determining membership and structure of the committee moving forward</li> </ul>																																								
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D/A	Amy, Toño, Veronica	<p>Equity – Amy</p> <p>AS – Mary</p> <p>Curriculum – Toño</p> <p>IPBT – Mary</p> <p>SSPBT - Veronica</p>																																								



SLO Core Team Meeting Minutes

Veronica Avila, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Dawn Lee Tu

Tuesday, October 16, AT 203C, 12:30 – 1:20 pm

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Minutes	I/D/A	Mary	May Minutes and June Minutes were approved																																																												
SLO Assessment Curriculum Form	I/D/A	Toño	First have been received for eight new courses (result of AB 705) from Math department. All were signed with recommendation for rewording of SLO statements																																																												
Workshops/Office Hours	I/D/A	All	<p>We are beginning working with those under 50%. As of 10/9/2019, that is:</p> <table border="1"> <thead> <tr> <th>Department</th> <th># Courses</th> <th>#Courses Assesse</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Dept - (SSH) Social Science</td> <td>3</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Dept - (SSH) Psychology</td> <td>20</td> <td>6</td> <td>30%</td> </tr> <tr> <td>Dept - (IIS) German</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Persian</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Sign Language</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Vietnamese</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (PSME) Meteorology</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (CA) Dance and Theater</td> <td>29</td> <td>11</td> <td>37.90%</td> </tr> <tr> <td>Dept - (B/CS) Design &amp; Manufacturing Technologies</td> <td>53</td> <td>23</td> <td>43.40%</td> </tr> <tr> <td>Dept - (IIS) Intercultural Studies</td> <td>43</td> <td>19</td> <td>44.20%</td> </tr> <tr> <td>Dept - (IIS) French</td> <td>6</td> <td>3</td> <td>50%</td> </tr> <tr> <td>Dept - (LA) Language Arts</td> <td>4</td> <td>2</td> <td>50%</td> </tr> <tr> <td>Dept - (PSME) Geology</td> <td>2</td> <td>1</td> <td>50%</td> </tr> <tr> <td>Dept - (SSH) Child Development</td> <td>44</td> <td>22</td> <td>50%</td> </tr> </tbody> </table>	Department	# Courses	#Courses Assesse	%	Dept - (SSH) Social Science	3	0	0%	Dept - (SSH) Psychology	20	6	30%	Dept - (IIS) German	6	2	33.30%	Dept - (IIS) Persian	3	1	33.30%	Dept - (IIS) Sign Language	3	1	33.30%	Dept - (IIS) Vietnamese	6	2	33.30%	Dept - (PSME) Meteorology	3	1	33.30%	Dept - (CA) Dance and Theater	29	11	37.90%	Dept - (B/CS) Design & Manufacturing Technologies	53	23	43.40%	Dept - (IIS) Intercultural Studies	43	19	44.20%	Dept - (IIS) French	6	3	50%	Dept - (LA) Language Arts	4	2	50%	Dept - (PSME) Geology	2	1	50%	Dept - (SSH) Child Development	44	22	50%
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			<p>Amy is following up with German. All German courses are up for five year Curriculum revision. Only GERM 3 and GERM 4 have been assessed in the last five years.</p> <p>Toño is following up with Psychology department.</p>
LOAC Award	I/D/A	Veronica	Reading Department was awarded the LOAC award for 2018-19 based on their work with AB 705.
2019 Convocation	I/D/A	All	<p>Critical Thinking is the ICC tentatively selected. We will apply Critical Thinking Rubric developed by faculty as appropriate. Dawn will work on involving the Partners &amp; Learning. The Partners &amp; Learning workshop for Fall 2018 centered upon AB 705.</p> <p>Tono will ask Rich Booher to conduct a session of critical thinking.</p> <p>Possible dates: February 8<sup>th</sup> or 22<sup>nd</sup> allowing time for departments to entertain meaningful dialog around program review.</p>



SLO Core Team Meeting Minutes

Veronica Avila, ~~Karen Chow~~, ~~Amy Leonard~~, Mallory Newell, Mary Pape, ~~Toño Ramirez~~, ~~Dawn Lee Tu~~

Tuesday, October 23, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes																																																
SSLO/AUO	I/D	Veronica	Veronica met at length with the two relatively new Language Arts Counselors: Monica Ganesh & Felisa Vilaubi. Mary will set up a SSLO unit for their SSLO work. The name will be Dept SS - (LA) Language Arts Counseling.																																																
Workshops/Office Hours	I/D/A	All	<p>Toño: “I have met with psychology, and am currently in talks to help them with the (rather massive) task of getting their SLO assessments completed for <i>all</i> of their courses--as it turns out, they're all up for 5-year revision this year.”</p> <p>As of 10/9/2019</p> <table border="1"> <thead> <tr> <th>Department</th> <th># Courses</th> <th>#Courses Assesse</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Dept - (SSH) Social Science</td> <td>3</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Dept - (SSH) Psychology</td> <td>20</td> <td>6</td> <td>30%</td> </tr> <tr> <td>Dept - (IIS) German</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Persian</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Sign Language</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Vietnamese</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (PSME) Meteorology</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (CA) Dance and Theater</td> <td>29</td> <td>11</td> <td>37.90%</td> </tr> <tr> <td>Dept - (B/CS) Design &amp; Manufacturing Technologies</td> <td>53</td> <td>23</td> <td>43.40%</td> </tr> <tr> <td>Dept - (IIS) Intercultural Studies</td> <td>43</td> <td>19</td> <td>44.20%</td> </tr> <tr> <td>Dept - (IIS) French</td> <td>6</td> <td>3</td> <td>50%</td> </tr> </tbody> </table>	Department	# Courses	#Courses Assesse	%	Dept - (SSH) Social Science	3	0	0%	Dept - (SSH) Psychology	20	6	30%	Dept - (IIS) German	6	2	33.30%	Dept - (IIS) Persian	3	1	33.30%	Dept - (IIS) Sign Language	3	1	33.30%	Dept - (IIS) Vietnamese	6	2	33.30%	Dept - (PSME) Meteorology	3	1	33.30%	Dept - (CA) Dance and Theater	29	11	37.90%	Dept - (B/CS) Design & Manufacturing Technologies	53	23	43.40%	Dept - (IIS) Intercultural Studies	43	19	44.20%	Dept - (IIS) French	6	3	50%
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2019 Convocation	I/D/A	All	<p>Tentative dates: February 8<sup>th</sup>/ 22<sup>nd</sup></p> <p>Place for morning General Session: VPAC</p> <p>Place for lunch: Conf A &amp; B</p> <p>General Session:</p> <ul style="list-style-type: none"> <li>• LOAC recipients (Kristin Skager – English Department &amp; Reading Department) with focus on AB 705 and collaboration of two departments</li> <li>• Guided Pathways – Team of people – panel? – from Student Services, Marisa from Administrative Services, Instruction stating their contributions to Guided Pathways.</li> </ul> <p>Breakout Sessions:</p> <ul style="list-style-type: none"> <li>• Rich Booher – Critical Thinking</li> <li>• Veronica – SSLOs</li> <li>• Amy – Part-time</li> <li>• Partners &amp; Learning</li> </ul>												
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D/A	Amy, Toño, Veronica	<p>Equity – Amy</p> <p>AS – Mary</p> <p>Curriculum – Toño</p> <p>IPBT – Mary</p> <p>SSPBT – Veronica with Toño as replacement for Fall 2018.</p>												



SLO Core Team Meeting Minutes

~~Veronica Avila, Karen Chow~~, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Dawn Lee Tu

Tuesday, October 30, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Newsletter	D/A	All	<p>Future Newsletter topic ideas</p> <ul style="list-style-type: none"> <li>Ideas for assessing PLOs such as Exit Survey. At Amy’s request, Russell (Chair of Communication Studies Department) to share how they assess their Program Level Outcomes.</li> </ul>
SLO News across California	I/D	All	<p>There seems to be a general agreement that Nuventive’s Improve is not user friendly and that it takes someone tech savvy to even run reports. However, other choices for software for collection of SLO assessments seem to be equally flawed. Toño suggested that perhaps ACCJC has not framed the “asks” well enough. Since the first step to writing software for a situation is to thoroughly understanding the situation this might be why the software is neither user friendly nor robust.</p> <p>Definition of program level outcomes seems to be on the table again probably with the Guided Pathways initiative.</p>
Workshops/Office Hours	I/D/A	All	<p>With the addition of the SLO assessment form to the five-year revision process, Nursing is now at 100%.</p> <p>Psychology – One reason that they could be finding it difficult to meet the minimum assessment requirement is that all courses every five years but there is no attempt to stagger the work over the five years.</p> <p>Communication Studies: Donna Stasio and the current chair Russell Hong met with Mary. They are exemplary on assessment of SLOs. The department leaders seem to understand the need to re-write</p>

			<p>program level outcomes to match their degree. As of 10/9/2019 Focus departments because less than 50% completion on assessments of SLOs.</p> <table border="1"> <thead> <tr> <th>Department</th> <th># Courses</th> <th>#Courses Assesse</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Dept - (SSH) Social Science</td> <td>3</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Dept - (SSH) Psychology</td> <td>20</td> <td>6</td> <td>30%</td> </tr> <tr> <td>Dept - (IIS) German</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Persian</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Sign Language</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (IIS) Vietnamese</td> <td>6</td> <td>2</td> <td>33.30%</td> </tr> <tr> <td>Dept - (PSME) Meteorology</td> <td>3</td> <td>1</td> <td>33.30%</td> </tr> <tr> <td>Dept - (CA) Dance and Theater</td> <td>29</td> <td>11</td> <td>37.90%</td> </tr> <tr> <td>Dept - (B/CS) Design &amp; Manufacturing Technologies</td> <td>53</td> <td>23</td> <td>43.40%</td> </tr> <tr> <td>Dept - (IIS) Intercultural Studies</td> <td>43</td> <td>19</td> <td>44.20%</td> </tr> </tbody> </table>	Department	# Courses	#Courses Assesse	%	Dept - (SSH) Social Science	3	0	0%	Dept - (SSH) Psychology	20	6	30%	Dept - (IIS) German	6	2	33.30%	Dept - (IIS) Persian	3	1	33.30%	Dept - (IIS) Sign Language	3	1	33.30%	Dept - (IIS) Vietnamese	6	2	33.30%	Dept - (PSME) Meteorology	3	1	33.30%	Dept - (CA) Dance and Theater	29	11	37.90%	Dept - (B/CS) Design & Manufacturing Technologies	53	23	43.40%	Dept - (IIS) Intercultural Studies	43	19	44.20%
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Dept - (IIS) Sign Language	3	1	33.30%																																												
Dept - (IIS) Vietnamese	6	2	33.30%																																												
Dept - (PSME) Meteorology	3	1	33.30%																																												
Dept - (CA) Dance and Theater	29	11	37.90%																																												
Dept - (B/CS) Design & Manufacturing Technologies	53	23	43.40%																																												
Dept - (IIS) Intercultural Studies	43	19	44.20%																																												
LOAC Award	I/D/A	Veronica	English and Reading departments have been awarded LOAC for 2018-19. Kristen Skager will coordinate a presentation for 2019 Convocation.																																												
PLOs	I/D/A	Toño & Mary	<p>At the time that we migrate to a new data collection system, departments will be encouraged to update program level outcomes to coincide with those on certificates and/or degrees. Departments might choose to place outcomes into “buckets” to re-focus outcomes. There might also be a place for new outcomes parallel to meta-majors as part of the design used for Guided Pathways.</p> <p>Awards where department has no PLOs</p> <ul style="list-style-type: none"> <li>• Global Studies – International Studies</li> <li>• Graphic &amp; Interactive Design – Mary is in conversation with</li> </ul>																																												

			<p>Art department (Rocky Lewycky &amp; Marco Marquez) to update Program Level Outcomes)</p> <ul style="list-style-type: none"> <li>• Leadership &amp; Social Change – Women’s Studies</li> </ul> <p>Liberal Arts – Women’s Studies</p>
2019 Convocation	I/D/A	All	<p>Tentative dates: February 8<sup>th</sup>/ 22<sup>nd</sup>. Conference rooms A &amp; b are booked for February 22<sup>nd</sup>. Dawn has a conflict for February 8<sup>th</sup>. Mary will double check that conflict for February 22<sup>nd</sup> is “movable”.</p> <p>Place for morning General Session: Conference rooms A &amp; B preferred to VPAC in order to have a better space for activity work. Place for lunch: Conf A &amp; B</p> <p>General Session:</p> <ul style="list-style-type: none"> <li>• LOAC recipients (Kristin Skager – English Department &amp; Reading Department) with focus on AB 705 and collaboration of two departments</li> <li>• Guided Pathways – <ul style="list-style-type: none"> <li>○ Road show</li> <li>○ Team of people – panel? – from Student Services, Marisa from Administrative Services, Instruction stating their contributions to Guided Pathways.</li> <li>○ Mapping activity</li> </ul> </li> </ul> <p>Breakout Sessions:</p> <ul style="list-style-type: none"> <li>• Rich Booher – Critical Thinking</li> <li>• Veronica – SSLO/AUO workshop</li> <li>• Mary – Nuts &amp; Bolts directed to part-time instructors, and infrequent users of Nuventive Improve.</li> </ul>
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D/A	Amy, Toño, Veronica	<p>Equity Action Council – Faculty representatives are Erik Aragon, Mayra Cruz, and Carmen Council is focused on funding – where are equity funds spent and where can more funds be directed to.</p> <p>Academic Senate – Mary Curriculum – Toño</p>

			<p>IPBT – Mary Program Review questions and timeline will be reviewed in IPBT SSPBT – Veronica with Toño as replacement for Fall 2018. College Planning Committee – Toño. Two work areas for 2018-19:</p> <ul style="list-style-type: none"><li>• Metrics need to be aligned to Chancellor’s Mission</li><li>• Response to Quality Focus Essay as part of our Accreditation ISER.</li></ul>
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