SLO Committee Meeting Minutes

September 22, 2010

In attendance: Leslie Bretall, Jennifer Brezina, Vincent Devlahovich, Rhonda Hyatt, Ann Lowe, Anne Marenco, Daylene Meuschke, Rebecca Shepherd, Diane Sionko, and Paul Wickline.

1. Committee members were welcomed

2. The minutes from the August 2010 meeting were approved.

3. Updates
   a. The language for policy retaining SLO/AUO related records will be created specific to CurricuNET; there was concern expressed about the workload involved with collecting, collating and reporting data. The SLO Co-Coordinators will work on identifying resources to collect data; find money for chairs; etc. and will report back in one or two months. At the Chairs retreat, they will address how to align/map course and programs SLOs. The District is expanding its license for document imaging college-wide. The SLO Committee will have access to document imaging and possibly a high-speed scanner for faculty. Document imaging makes retrieving files, etc. much easier.

   b. There is a CurricuNET webinar on the 29th of September at 2:30PM; location TBD.

   c. Jennifer is in contact with group leaders for ISOs; she will send out the ISO assessment plan to faculty. The Committee was asked to think of ways to streamline data collection, possibly web-based. The committee will identify fields for and ways to layout the web-based form. Jennifer Brezina will create a draft to present to the committee. Samples of ISO assessment methods from other colleges will be collected.

   d. Paul distributed upcoming FLEX training to be presented by Nicole Lucy.

4. Jennifer distributed SLO Committee Work plan 2010-2011 and SLO Committee Work plan 2009-2010. Daylene will send Jennifer the AUO plan. There is a need for a clearinghouse of good samples, available on the web.

5. Mijtl contacted ACCJC for direction on what to do with courses that cannot be assessed. Rationale can be placed in program review to explain why a course was not assessed. If there is no plan to offer a course in the future, consider archiving the course. SLOs in program review may not match WebCMS. Need to identify how widespread this issue is and come up with a plan. 198 Special Topics should also include an SLO. Each topic should have its own SLO, course outline, and method of assessment. Consider having the curriculum committee address the issue of 198 Special Topics.
6. Jennifer will email the guidelines/benchmarks for achieving proficiency by 2012 from Fall workshop. They will be discussed at the next SLO meeting and then forwarded to the Academic Senate.

7. Barry and Jennifer will forward the SLO language in the college mission statement to the committee. John McElwain will be sent the committee’s suggestions.

8. An SLO Research Brief or newsletter will be written in spring 2011; focus to be determined; possibly in the spring 2011.
SLO Committee Meeting Minutes

October 27, 2010

In attendance: Leslie Bretall, Jennifer Brezina, Vincent Devlahovich, Rhonda Hyatt, Michael Joslin, Nicole Lucy, Ann Lowe, Anne Marenco, Daylene Meuschke, Diane Sionko, and Paul Wickline.

1. Introductions and welcomes - None

2. Amended minutes were unanimously approved.

3. Updates

   a. SLOs at Chair’s Retreat - Paul Wickline reported that the Chair’s Retreat was nice. Faculty received a copy of their program review and a worksheet identifying their course and program SLOs as they appear in WebCMS. Department chairs were asked to indicate if there was a discrepancy between WebCMS and Program Review SLOs. The Chancellor would like to know how many courses do not have SLOs. That number cannot be determined until Curricunet is in place. Jennifer Brezina reported that all ISLOs have been written. SLOs on syllabi must be the same as what is listed in WebCMS. 58 courses have SLOs that may need to be corrected before they can be assessed. The number of courses without SLOs isn’t known, but it is believed that it is not many.

   b. Curricunet Implementation – Paul Wickline reported that a “dummy” site has been created. The site currently has only the course module, no work has been done on the assessment module. He will know by Monday, November 1st, if there are training materials available. Concern was expressed as to whether Curricunet will be ready to implement when expected. Curricunet has a function that can be used to determine if a course has SLOs; it will not determine if the SLOs listed are actual SLOS or objectives or if they are badly written SLOs.

   c. Upcoming training and newsletter – There was a discussion about providing FLEX training to assist departments that are behind in developing SLOs or those who want assistance with revising existing SLOs. Possible ways of disseminating the information about the training was discussed. Some options were: sending an email that is addressed to the individual; ask Deans about departments in their area that may need training; create one-on-one training opportunities; create training opportunities at multiple locations during a specific block of time. Advertise the opportunity to get help writing SLOs in Senate.

   Paul Wickline will present a workshop on November 3rd titled “Creating Rubrics for SLO Assessment, from 8:00 – 9:00AM. Nicole Lucy will present a workshop on November 3rd titled “Closing the Loop” from 2:00 – 3:30PM.
There was a discussion on whether the committee wanted to call the next SLO update a brief, update to the manual or a newsletter. Nicole Lucy will be writing the update. It will be about 1 – 1.5 pages and will probably be ready by Fall 2010.

d. **Workplan for 2010-2011** – Jennifer Brezina distributed copies of the 2010-2011 workplan. *Develop Library of SLO Assessment Tools and Action Plans* was added to the plan. Daylene Meuschke will work with Mike Joslin on the AUO plan and send them to Jennifer. The plan will be posted on the Web site.

e. **SLO Resource Collection** – Paul Wickline reported that he sent an email to faculty regarding the collection of SLO resources. He has not had a good response to the email.

f. **Website** – The Website is not public yet. It is in beta testing. It will be on the internet rather than the intranet. There was a discussion about requesting a redirect to the website ([www.canyons.edu/slo](http://www.canyons.edu/slo)).

4. **Guidelines/Benchmarks for Achieving Proficiency by 2010** – Guidelines/Benchmarks will be created and sent to the Senate with the disclaimer that “it is under negotiation and may change.” The discussion of guidelines and benchmarks will begin at the next meeting.

5. **Student Success Conference** – Jennifer Brezina and Daylene Meuschke attended the 2010 Strengthening Student Success Conference in Costa Mesa. Jennifer reported that the sessions on SLOs filled up quickly and that other colleges are having a similar debates regarding workload, and contract vs. FLEX. Jennifer reported that Modesto Junior College spoke to how they got off probation and that other colleges are using Curricunet for program review and SLOs.

The RP Group website has a number of resources from the conference at the following web address: [http://www.rpgroup.org/events/SSS10](http://www.rpgroup.org/events/SSS10). Also, Jennifer mentioned that she has a link to the ACCJC report on *What is a Comprehensive Assessment Report*. She will send the link via email if requested.

Daylene Meuschke will provide information regarding bringing someone from Grossmont College to talk about their experience with SLOs – how they started and what they’ve learned.

6. **Survey topic** – Nicole Lucy asked for suggestions for the SurveyMonkey survey to determine what sort of assistance or training the SLO committee can provide. The suggestions were: rubrics, FLEX activities, assessment, validity, what methods are useful (for those without SLOs), formats (face-to-face, online), days/times, what is the one thing that will help them move forward, and to rank the order of importance of the above.
SLO Committee Meeting Minutes

December 1, 2010

2:30 PM

In attendance: Leslie Bretall, Jennifer Brezina, Barry Gribbons, Rhonda Hyatt, Michael Joslin, Kevin Kistler, Nicole Lucy, Anne Marenco, Daylene Meuschke, and Paul Wickline.

1. Amended October 27, 2010 minutes were unanimously approved.

2. Updates

   a. Department Benchmarks -- Jennifer discussed Department Benchmarks document drafted by the SLO Coordinators in consultation with the SLO Committee. Discussion concerning past dates on the document took place. Decision was made to keep past dates. Anne suggested adding ISLO to benchmarks. Suggestion was made to change “proposed” semester to “target” semester. Decision was to keep document as is. Motion made and accepted to forward the document to the Academic Senate for discussion. Question was raised about archiving courses. Clarification made that courses that are archived do not need to be assessed. Note also given that courses that have not been offered in the last two years and are not going to be offered in the next two years due to budget cuts and section limitations and cannot be assessed by Fall 2012 can be noted as such in the program review. This clarification was provided from Dr. Mitjl Capet.

   b. CurriuNet implementation – Paul Wickline gave the committee an update of the progress. The implementation is going very slowly. The shell is under construction. Fields are being added from WebCMS, but we don’t have much information from Academic Affairs on how things are progressing and what updated timelines will be for full implementation.

   c. ISLO – Jennifer gave an update on the ISLOs. There will be a spring FLEX to give the faculty an opportunity to continue to work on issues related to their ISLO group.

   d. Workplan for 2010-2011 – the workplan proposed dates were debated and decided upon. The approved dates will be sent to the Academic Senate for review and approval.

   e. Assessment Plan Worksheet and Analysis Reporting Forms – Paul Wickline presented an Assessment Plan Worksheet and an Assessment Analysis Reporting Form the theatre department is using for assessment record keeping. Suggestion was made to send forms to the Academic Affairs office to create a standard form for departments to use for reporting assessment plans and reports. SLO coordinators will discuss and send forward sample documents.
f. **Staff SLO Flex Survey** – Nicole reported results of faculty survey polling faculty on interest in SLO-related Flex workshops for the spring. 21 faculty members responded to the survey. Faculty responses indicate preference for individualized assistance rather than Flex workshops. SLO coordinators will send out emails to faculty reminding them of services provided by the SLO Coordinators.

3. Meeting adjourned at 3:30pm.
1. The Minutes from December 2010 Meeting were approved with formatting changes.

2. Updates:
   a. The SLO Committee reviewed the report (update and proposed benchmarks) that will be presented to the Senate on 2/24/11. There was a question as to whether these benchmarks apply to ISA courses. The committee agreed that these benchmarks should apply to all courses, including ISA courses. After Senate discussion/approval, the report can be used as the basis for the next SLO brief.

   Previously Barry Gribbons had offered support from his office to provide reports to each department as to what percentage of courses and programs have SLOs and ongoing assessments. Chairs would then review the report to confirm accuracy and be able to see how their departments compare to the approved benchmarks. SLO Coordinators will verify with Barry that this can still be done once deans have reviewed the program reviews. The SLO coordinators will ask to visit a dean’s meeting to talk to the deans about common difficulties with the SLO tables so that they can better assist faculty in their divisions.

   Daylene Meuschke and Michael Joslin plan to review the AUO tables in non-instructional program reviews this year.

   There was some discussion surrounding what would happen if the college did not have 100% of courses and programs through the assessment cycle by Fall 2012. It is unclear at this point what kind of reporting ACCJC will ask for in 2012. The proposed benchmarks and department level reports will help the SLO coordinators to assist the departments most in need of help.

   b. The CurricUNET implementation is moving more slowly than we would like it to. The template for the course level is close to being ready, and Academic Affairs was just asked for feedback regarding program outline components. The assessment module has not yet been started. The SLO coordinators will work on forms to mimic the eventual assessment module to use in the meantime. There is not a new timetable for implementation, but we are hoping to have something to work with by Fall 2011.

   c. There was a low turnout to the ISLO FLEX during FLEX week. The ISLO groups are using one of two methods to assess: mapping course SLOs to the ISLOs or using an additional rubric and/or embedded questions in existing course assignments.
The SLO coordinators will develop forms and processes for each type of assessment to help faculty get started. Daylene Meuschke will follow up to see if her office can assist with the use of scannable forms for ISLO assessment data.

LR II collected data in Fall 2010 and will collect data again in Spring 2011. It was suggested that the LR II group could present on Opening Day to show how the process can be successfully completed.

d. The SLO Coordinators presented several FLEX Workshops during FLEX week and are holding two sessions this week to provide chairs with assistance in completing the SLO tables in program review. After this week, most additional assistance will be individual rather than group, based on the survey results from spring. The coordinators reminded the committee that FLEX credit is available for SLO-related planning held by departments since we are still in “training mode” until we reach Proficiency.

3. Meetings in Spring 2011 will be the 4th Wednesday in March, April & May

The next SLO Committee Meeting is Wednesday, March 23, 2011 in LIBR-206
SLO Committee Minutes
March 23, 2011

In attendance: Leslie Bretall, Jennifer Brezina, Necia Gelker, Barry Gribbons, Rhonda Hyatt, Mike Joslin, Nicole Lucy, Anne Marenco, Daylene Meuschke, Diane Sionko, Paul Wickline

1. The minutes from the February 2011 meeting were approved with corrections.

2. Updates:
   a. Senate report of progress and benchmarks: The Senate accepted the SLO Committee report, and will be discussing the benchmarks at tomorrow’s Senate meeting. There has been significant concern from faculty that this is a workload issue that has not yet been negotiated. The committee endorsed adding language clarifying that issue if needed. The SLO Committee report to the Senate will be posted on the Senate website as a model for other committees to use when creating reports. It will also be distributed as a SLO Brief.
   b. CurricUNET implementation: No firm date has been provided as to when it will be functional, and the implementation committee has not met again. The framework is complete for the curriculum side, but the assessment module has not yet been configured. We are thinking maybe it will be ready for fall 2011.
   c. ISLOs: The Natural Science, CTE, and Diversity groups are collecting data this semester. Language and Rationality I (English Composition) is assessing Spring 2010-Spring 2011. Language and Rationality II collected data Fall 2010. American Institutions and Humanities should be collecting data in Fall 2011. So far, other than CTE and College Skills, the other groups are falling into two categories of assessment methods – mapping and direct assessment. Jennifer will develop sample processes for both methods. Paul and Jennifer will be working with Institutional Research to develop scannable forms for ISLO data reporting. A question was raised as to whether there are minutes for ISLO group meetings. There are not currently formal minutes, but there were handwritten updates from the February meetings. It was also noted that increased clerical support is needed for the SLO program, especially if there are increased documentation needs for accreditation. Jennifer and Daylene will contact the ISLO leaders to ask them each for a brief (1-2 paragraphs) update about their group’s progress. This can be combined into an ISLO update for all faculty and become the basis for an ISLO brief.
   d. Program Review report: The SLO coordinators will receive a cleaned up version of an Excel file of the SLO table from Program Review to help gauge progress towards Proficiency. Department chairs will be sent a report of assessment in their departments and will be asked to confirm the accuracy of the information. The SLO Coordinators may need help from committee members with the program review data. Mike and Daylene will receive similar information for AUOs. A suggestion was made to include the semester of next planned
assessment in the SLO table to show that there is a plan for continuous assessment. Barry will bring this suggestion to Norris.

e. Dean’s meeting: Paul and Nicole presented information about the SLO table in program review at last week’s dean’s meeting.

f. Program Review issues with SLO – stages & cycles – Tabled

g. BOT presentation: The SLO Coordinators will be presenting an update to the Board of Trustees in May.

h. Increased participation: There is a need for increased faculty participation in SLO planning. It is recommended that the ISLO group leaders cc department chairs of affected departments when planning meetings are occurring. We also need additional members for the SLO committee. The SLO Coordinators will add ISLO coordinators to the committee meeting invites and will also contact members who have not been attending lately.

i. There was a suggestion to change the name of the committee to the Outcomes and Assessment Committee to show the broader focus of the committee. There was concern that SLOs are a well-known term and changing the name might be confusing. This item will be added to next month’s agenda.

3. Meetings in Spring 2011 – 4th Wednesday in April & May

The next SLO Committee Meeting is Wednesday, April 27, 2011 in LIBR-206