



**Student Learning Outcomes Assessment Committee  
Meeting Minutes**

Date: 09/02/2014

Time: 9:00am – 11:00am

Location:

**Type of Meeting:** Student Learning Outcomes Assessment Committee (SLOAC)  
Regular Meeting

**Meeting Facilitator:** Vivian baker

**Call to Order**

**Vivian** called to order the regular meeting of the SLOAC at **9:06am** on **09/02/2014** in **MB350A**.

**Roll Call**

The following persons were present: Suzie Ama, Vivian Baker, Julie Cornett, Melanie Jeffery, Corey Marvin, Lisa Stephens, Jan Moline

**Guests:** None

**Reading of Mission Statement:** None

**Added Action Items:** None

**Approval of Minutes from Last Meeting – 05/06/2014**

The 05/06/2014 minutes, were presented and reviewed. Hearing no objections, the committee accepts the 05/06/2014 meeting minutes as presented.

**Closed Session:** None

**Discussion Issues**

- a) Flex Day Discussion—(Vivian Baker, Julie Cornett)  
Discussion at the Flex Day training was somewhat heated and conflicting views related to assessment process and statistical validity along with defining the denominator were discussed. Corey indicated that the discussion highlights the issue of faculty concern about how the assessments are being used. When the perception is that assessment data is to be used for self-reflection leading to improved classroom management and teaching the discussion and concern is quite different. When the perception is that assessment data is being used to assess instructional/departmental competence and allocate resources or terminate instructor contracts then the discussion and the response is very different. The discussion was considered good from the perspective that the faculty were engaged and there was a great deal of discussion. However, the discussion did emphasize that there are departments that have concerns about the process.  
**Action Item:** None
- b) Denominator—(Suzie Ama, Vivian Baker), How is the denominator defined?
  - 1) Key importance is to specifically define how the denominator was defined when the assessment data was collected.

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- 2) This committee discussed the possibility of determining a specific definition that would need to be used for data being aggregated or disaggregated across the institution.
  - 3) If a specific definition is decided upon it needs to be disseminated across the college and explained that because the data from specific SLOs are used to provide data that informs the PLOs, and Institutional Goals, the specified definition must be used as the institutional standard.
- c) SLO Committee 14-15 Goals—(Vivian Baker) Annual Assessment Report Results (see attached) were discussed. Results indicate that as an institution we are making progress but still need considerable improvement in some areas.
- d) Assessment Training Modules—(Suzie Ama) The Moodle has been created and all modules are done. There is a comprehensive quiz at the end to assess faculty comprehension. A link needs to be created so faculty can access the training and it is clear where it can be found.
- 1) **Action Item**—(Corey Marvin) Send email out to notify faculty that the Assessment Training Module is available, and when done outside of the faculty members' normal workload may count for FLEX Activity credit.
- e) December 13 Annual Comprehensive Report—(Vivian Baker) The comprehensive report will be derived from the assessment data entered in Curricunet and AUPs. Evidence of department meetings need to be attached. We may also use data derived from questions added to the IEC survey (Done in the Spring). Results need to be in Curricunet and we may need to contact departments to find out where the results are. The report function in Curricunet makes it hard to determine that results are in and where they are located. Departments need to prioritize completion of those course assessments that are used for PLOs. Additionally, we need to ensure that our inventory of programs and courses has been cleaned up. Our results (ratio of courses/programs to courses/programs assessed) are being skewed by the inclusion of courses or programs that are no longer being offered. We need to ensure that they have been brought forward for deletion and if deleted through CIC, that the state inventory reflects the course/program termination. Further discussion of capstone classes and pulling program data from capstone classes may be helpful. We need to be at a minimum of 85% to be considered at sustainable, continuous, quality improvement. Vivian asked that SLOAC members email her with days/times they would be available for an hour to be available to assist/answer questions for faculty entering assessment data into Curricunet.
- f) Public Website—(Vivian Baker) The public website needs to be the face of assessment to the community. The committee members should look as they are doing other tasks, and see if the college sites they are visiting have an assessment page, use the Snipping Tool and share with Vivian if you come across a particularly good or bad site. We can then work to set up the best site possible for Cerro Coso. Corey commented that the PLOs would probably provide the best resource and most cogent information to the community.
- g) Curricunet Review—(Vivian Baker) We may need to redistribute the review assignments. Those areas assigned to Vivian are seen only by Vivian and she feels it would be preferable to have two reviews. The areas assigned to the other members of the committee are seen first by those members and then by Vivian. Additionally, we may need to look at the various areas and determine the actual workload based on the

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assessment being done (some areas are busy than others at this time), that may need to occur each year based on which departments are active that particular year in reviewing and assessing their courses and programs.

- h) Committee Makeup—(Vivian Baker) Vivian reminded the committee that it had discussed the inclusion of an additional faculty member that might added, and might be assigned the areas of review currently being done by Vivian (so that the area will be reviewed twice, as the other areas are). The request for an additional member needs to go out to Academic Senate. Also, Vivian emailed Mike Barrett, but has not had a response yet, to have a member of the classified join the group. The Student Government also needs to be contacted to see if a student member can attend as well.
  - 1) **Action Item**—Vivian will send out emails, or otherwise contact Academic Senate, Classified Union, and Student Senate to call for members to represent each area on the SLOAC.
  
- i) Templates—(Julie Cornett) Julie mentioned that the use of a drop down menu of themes might be helpful for those doing Annual Unit Plans. Another option may be a list of themes that can go out to all the faculty that could serve to ensure that SLO/PLO themes are included in the AUPs. Templates may be helpful that would guide or direct the wording of the assessment portion of the AUP.
  - 1) **Action Item**—(Corey Marvin) Corey will do a fictional Circus Act Program with Juggling, Trapeze, and Fire-eating Courses AUP that could serve as a template for programs writing AUPs without singling out a real program.
  
- j) Non-Instructional—(Vivian Baker) Unit Plans need to be reviewed as well (HR, IT, M&O, Student Services [Access Programs (DSPS, EOPS, CalWORKs), Admissions & Records, Career and Transfer Center, Counseling, and Student Activities (Athletics, Student Development, and Student Government)]).
  
- k) Special Meeting Date—(Vivian Baker) We need to conduct a special meeting on the 7<sup>th</sup> of October to review what the SLOAC is looking for in the AUP SLO/PLO assessment portion with the chairs/faculty members doing the writing.
  
- l) October 21, 2014 Meeting—(Vivian Baker) The meeting will be held in the LRC 631 so we have computers and large screen as we as a committee review the AUPs to generate feedback.
  - 1) **Action Item**—(Vivian Baker) Vivian will schedule room with Magi Mauldin.
  
- m) ACCJC Training Online—(Vivian Baker) all committee members need to complete this training. Please, get this done.

#### **Future Meeting Dates**

- a) Next Meeting: 10/07/2014 Special Meeting AUP SLO/PLO assessment portion review expectations with faculty chairs
- b) Schedule: (Dates)
  - 1) 10/21/2014 9:00am-11:00am PST

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- 2) 11/04//2014 9:00am-11:00am PST
- 3) 12/02/2014 9:00am-11:00am PST

**Future Agenda Items and Review of Action Items of Current Meeting**

**10/07/2014—AUP What we are looking for**

**11/4/2014—AUP Review results/discussion**

**12/02/2014—Annual Comprehensive Report, item review**

**Adjournment**

The meeting adjourned at 10:50am.

Recorded by: Jan Moline

Meeting Minutes Approved:

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