

## SLO Committee Meeting Minutes

May 6, 2014

Attendees: Vivian Baker, Suzie Ama, Julie Cornett, Sarah Witkowski, Jan Moline

Absent: Corey Marvin, Melanie Jeffrey, Lisa Stephens

1. Vivian called the meeting to order at 9:04 a.m.
2. Approval of minutes and action items.
3. The agenda was approved.
4. Assessment Training Modules
  - a. Suzie will continue to work on these after the semester is over. There appears to be no audio in the video.
5. SLO Flex Day
  - a. The FAQ draft provided by Mike Carley was reviewed. The following questions still need to be determined, with a recommendation coming from the SLO Committee:
    - i. How to calculate the denominator - do we include all students at census? Who is counted – for example, if 35 students are enrolled and only 30 complete the assessment, is the denominator 30 or 35?
  - b. “Not all colleges or programs require” a goal related to achievement. Cerro Coso does require that each course and program have an established target/goal.
  - c. The document, Sampling for the Assessment of Student Learning Outcomes, from Mike Carley provides several ideas for course and program SLO assessment sampling. This is in response to multiple questions from individual faculty and departments related to “how to” gather the information.
  - d. Themes identified by the SLO Committee will be shared. These may be used in discussing SLO Assessment results in the AUP. “Information competency/research skills” was added to the list.
6. CurricUNET and Assessments
  - a. We will continue to use CurricUNET at this point.
  - b. All assessments reviewed by a committee member are also then reviewed by the SLO Coordinator, however, if the SLO Coordinator reviews an assessment at the first level, only one committee member will have reviewed it. We will need to revisit this in the fall.
7. Committee Makeup
  - a. Sarah Witkowski will be leaving at the end of the semester. Vivian will contact Mike Barrett to coordinate a request for a classified member.
  - b. Discussion related to student involvement resulted in consensus. Vivian will invite a student to participate by contacting student government.
  - c. Currently the committee makeup consists of 5 faculty, 1 classified and 2 administrators. We believe it would be beneficial to add one more social science member, resulting in:
    - i. SLO Coordinator (currently CTE faculty)

- ii. 1 faculty from CTE
  - iii. 1 faculty from counseling
  - iv. 1 faculty from English
  - v. 1 faculty from information competency/library
  - vi. 1 faculty from social science (new)
  - vii. 2 administrators
  - viii. 1 classified
  - ix. 1 student
8. Does the committee need to see the PLO/SLO portion of program review? We can have that portion forwarded to the SLO Committee by the Program Review Chair.
9. Review of Action Items:
- a. Suzie will continue to work on assessment modules.
  - b. Vivian will contact Mike Barrett and student government to invite interested individuals for committee membership.
  - c. Vivian will continue to gather information and ideas on how other colleges are addressing LA assessment. The committee will revisit this in the fall.
  - d. Suzie is drafting a matrix to combine program review, SLO/PLO and COR data. The matrix will include a timeline and when each component is “due” and completed.
  - e. The SLO Committee members have been asked to complete the Accreditation basics training. <http://www.accic.org/events/accic-accreditation-training/accreditation-basics-%E2%80%93-an-online-workshop-on-the-basic-principles-of-accreditation>
10. Future Agenda Items:
- a. September – set 14-15 goals for the committee
    - i. Review Annual SLO Assessment Report completed April 2014
    - ii. Template of CurricUNET fields and suggestions for each
      - 1. Denominator
      - 2. Assessment plan
      - 3. Details of collecting data (i.e. why was the artifact chosen, logistics of assessing and norming, etc.)
      - 4. Attachment suggestions
11. The meeting adjourned at 10:17a.m.

Future meeting dates:

September 2, 2014

October 7, 2014

November 4, 2014

December 2, 2014