SLO Committee Meeting
MINUTES
Thursday, August 16, 2012
11:00 am – 12:00 pm
Winlock

Meeting called to order at 11:02 am.
Present: Todd Matosic, Mary-Jo Apigo, Adrienne Foster, Fran Leonard, Kathy Walton

1. Review of minutes from prior meeting
Minutes from the July 19 meeting were reviewed and approved. The August 2 meeting was cancelled.

2. Accreditation Recommendations – SLO Mgmt Plan Draft
M Apigo discussed the preliminary assessment from Matthew Lee regarding developing course outcomes that are related to course objects and contextualized for the course. He will be looking further into outcomes and layout steps for creating them.

T Matosic shared the draft SLO Management Plan. The plan has a milestones section and current progress. There will be another section related to future action items with a timeline. F Leonard recommended changing current progress to current action. A Foster recommended changing the title to “Learning Outcomes Management Plan” to include progress on Institutional Learning Outcomes, Program Outcomes, and Course Outcomes. K Walton recommended a visual to represent who is responsible or involved in each action.

3. Flex Day and Flex Week SLO Events
T Matosic shared the draft schedule for the SLO breakout for Flex Week. In addition, T Matosic discussed the two workshops during Flex Week on August 22nd for an ILO Reflection Session and GE Reflection Session. At the ILO Reflection session, we will ask faculty to look at the posters and rate them as well as review the findings from the faculty to participated on the day of.

T Matosic is inviting the faculty teaching GE courses to review the outcomes. A Foster mentioned that CSUs as of Spring 2013 are only accepting students with TMC degrees. West has AJ, Math, and Psychology TMCs developed. These degree programs need to be assessed.
4. July SLO Report
   The committee discussed including the progress on Course SLO assessment to the monthly report in addition to the Program SLOs.

5. Improving Communication
   a. Report – Monthly reports will be minutes.
   b. Newsletter – A newsletter is under development that will include SLO news and information monthly and will be shared widespread. A newsletter will be developed for debut in August for Flex Day. This will include information taken from the SLO Monthly Report, but be in a format that is more user-friendly and include additional SLO-related news.

6. Additional Items
   The committee discussed expanding the committee membership to include additional faculty members. The SLO committee will set the desired membership and bring to Curriculum Committee. For example, adding Judy Chow as a member and other key divisional reps who will be part of the committee to take information back to Divisional Council.

   We also discussed adding an additional meeting time – 4th Thursday of the month from 1-2:30 pm – so additional faculty can attend. We will also keep meeting on the 1st and 3rd Thursday of the month from 11 am – 12 noon for the SLO Exec Committee (current membership with an additional representatives from Student Services and Administrative Services).

   Ken Taira, adjunct Computer Science faculty member, expressed interest to T Matosic about joining the committee.

   The committee also discussed comments from last night’s Adjunct Orientation on what items needs clarification.

   A Foster suggested developing a step-by-step guide for adjuncts. T Matosic will include this section in the SLO Handbook.

   K Walton mentioned seeking a designated space for SLO and Curriculum meeting and matters.

Adjournment at 12:01 p.m.