SLO Workgroup Meeting

MINUTES
Monday, October 1, 2012
1:00 pm – 2:00 pm
Winlock Lounge

Meeting called to order at 1:07 pm.
Present: Todd Matosic, Mary-Jo Apigo, Anna Chiang, Luis Cordova, Celena Alcala

1. **Review minutes from last meeting**

   C Alcala noted a change to the minutes (section 3b) that six, not five Student Services Division SLOs were developed. The minutes were approved with this change.

2. **Update on report to Board of Trustees’ Institutional Effectiveness Committee**

   West presented an accreditation update to the Board of Trustees’ Institutional Effectiveness Committee regarding all the recommendations. T Matosic and M Apigo shared the one-sheet bulleted handout that summarizes the college-level recommendations, key completed actions, and key planned actions. The recommendations are organized by themes: planning, SLOs, Library and participation. The group reported on the actions that have already been completed and the steps to finish this semester.

3. **SLO Update and Progress**

   The SLO Addendum was approved by the Curriculum Committee on September 19 and Academic Senate on September 25.

   Computer Science has received all SLO Addendums and supporting information (printout from Section II of ECD and list of program SLOs) for the 30 Computer Science courses. A Chiang discussed how she and her division faculty are completing the forms.

   L Cordova shared that the Language Arts will have an emergency division meeting with faculty to review and approve all SLO Addendums for the Division. T Matosic will email the SLO Addendum template for all Language Arts courses to Division Chair Fran Leonard.
M Apigo reviewed the mapping section of the SLO Addendum and shared a sample, completed SLO Addendum. M Apigo will send sample SLO Addendum to faculty for template in developing SLOs. The SLO Addendums will be uploaded to Section VIII of the Course Outline of Record in ECD.

T Matosic will meet with the CS faculty this week to finish developing course SLOs for the division.

a. Matthew Lee
Dr. Matthew Lee’s contract was approved by the District on September 12. He is reviewing all SLO-related reports and information. He also conducted interviews to get clarification on processes at West. He will be submitting a gap analysis report and recommendations actions by the end of the month.

M Lee also might work with West on program and planning, master planning and strategic planning. This contract is pending Board Approval.

b. Timeline Review
The SLO Workgroup also discussed the important of faculty involvement and dialogue and communication to faculty. SLOs are a part of faculty professional responsibility and increasing student success. C Alcala suggested that outcomes assessment can be framed as an opportunity to talk about learning and how students are doing and measure learning versus just do your SLOs.

The divisions needing SLO training are Behavioral and Social Sciences and Counseling

There is a need for more faculty to serve as SLO resources – SLO Coach or Champion or SLO Leader in divisions. Workgroup members were asked to send recommendations for people in these areas to M Apigo and T Matosic. L Cordova is the point of contact for Language Arts faculty.

SLO Hours are Mondays and Wednesdays 1-3 pm in CE-226. T Matosic and M Apigo will schedule additional workshops for October.
By next SLO workgroup meeting, M Apigo and T Matosic will have an updated timeline and starting draft of the narrative response to the recommendations for review and input.

The Curriculum Committee meets five more times this semester. We need to maximize the number of courses to be sent to Curriculum Committee for course SLO Addendum approval.

c. Student Services Update

C Alcala reported that the Child Development Center, Outreach, DSP&S, and International have developed their Department SLOs. C Alcala and B Regalado met with Dr. Matthew Lee about developing actual student learning outcomes and service level outcomes. There was a question raised as how operational the outcomes should be. M Apigo and T Matosic reported that the visiting team commented that the Student Services outcomes were too operational. M Lee recommends that some departments cannot create SLO that reflect learning, but will end up being operational. T Matosic and M Apigo will check the evaluation report for the language in the recommendation. The preliminary recommendation is to create student learning outcomes as they apply and create service level outcomes where they apply to Student Services Departments.

S Duke is putting the SLOs defined by years into an automated system. It includes options for qualitative and quantitative measures. All SLOs are tied to a year; 2 per year will be assessed. They will also close the cycle with an update the next year on the previously assessed SLOs.

C Alcala will email to the workgroup members the automated system to collect the Student Services SLOs.

T Matosic will take this work done with Student Services as a model for Administrative Services to develop their SAOs.

4. Additional items

The 2012 Student Success Conference will be held on Oct 3-5. M Apigo will be attending the SLO workshops during Oct 3 and 4.

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T Matosic will take this work done with Student Services as a model for Administrative Services to develop their SAOs.
Matosic will be participating in the Oct 5 post-conference workshop related to writing the ACCJC report on SLO proficiency.

Adjournment at 2:10 p.m.