SLO Workgroup Meeting

MINUTES

Thursday, September 13, 2012
3:30 pm – 4:30 pm
Winlock Lounge

Meeting called to order at 3:32 pm.
Present: Todd Matosic, Mary-Jo Apigo, Anna Chiang, Luis Cordova, Celena Alcala, Fran Leonard (guest)

1. Purpose of SLO Working Group

M. Apigo shared the purpose of the SLO Workgroup as being focused on responses to the Accreditation Recommendations related to SLOs (recommendations #3 and #4). West has received a sanction of “warning” and seven recommendations to address in a follow-up report due March 15, 2013. The SLO Workgroup includes members from the larger SLO Committee, which is focused on the broader issues related to SLOs: development and assessment of SLOs at the course, program, and institutional levels as well as Student Services Service Learning Outcomes and Administrative Services Service Area Outcomes. The SLO Workgroup is focused more narrowly on the Accreditation Recommendations #3 and #4.

2. Accreditation Recommendations Related to SLOs

T. Matosic shared the specific language of the Accreditation Recommendations related to SLOs. The recommendations are listed below.

WLAC Recommendation 3 – Student Learning Outcomes (2012)
As noted by the 2006 team and in order to fully meet the Standards and facilitate the college’s achievement of commission expectations of proficiency by AY 2012-13, the team recommends that the college identify student learning outcomes that are related to course objectives for all courses; evaluate all courses and programs through an on-going systematic review of the relevance, appropriateness, and achievement of student learning outcomes, currency, and future needs and plans; and conduct authentic assessment of student achievement at the course, program, and institutional levels in order to improve student learning. (Standard II.A.1.c, 2.a, 2.e, 2.f, 2.h, 2.i; II.B.4; II.C.2., IV.A.2.b.)
WLAC Recommendation 4– Student Learning and Service Level Outcomes (2012)

In order to fully meet the Standards, the team recommends that the college review and revise as necessary its developed student learning and service level outcomes to assure that they are measured in both quantitative and qualitative terms. These measures should be adequate for evaluating whether services are meeting identified student needs so that results can be used to improve the delivery of support services. (Standards IB.3, IIB.4, IV.A.2.b., IV.B.4.).

3. SLO Update and Progress

a. Timeline Review

M Apigo discussed the timeline of actions to take in September, October, and November until the first draft of the report is due (November 16). The timeline is organized by curriculum (course SLO review and development), services (Student Services and Administrative Services SLOs/SAOs review and development), and report (writing the follow-up report). The timeline was also previously shared at Divisional Council and Academic Senate. The timeline will be extended to include future drafts of the report until the report is due in March. West is also working with SLO Consultant Dr. Matthew Lee. He will be conducting a gap analysis report and identifying areas for improvement.

The group also reviewed, discussed, and recommended using the SLO Addendum to the Course Outline of Record for the course SLO review and development process. The addendum includes the course name, number, title, objectives, course SLOs, assessment methods, and criterion level. The group also decided that the course SLOs will be mapped to program SLOs and institutional SLOs on the addendum. The paper form will be used to record the course SLOs and will have a signature page with the following reviewers: Division Chair, SLO Coordinator, Area Dean, Curriculum Committee Chair, Academic Senate President, VP of Academic Affairs (initials), and College President. M Apigo and T Matosic will bring the SLO Addendum format to the Curriculum Committee for review and approval.
b. Student Services Update
C Alcala reported that Student Services has reviewed West’s institutional SLOs and matched them with Student Services areas. They have decided on five Student Services Division SLOs that are applicable to the Student Services areas and can be measured. They will then take these to the department level. The SLOs will read, “As a result of <service>, <SLO information>.” They are also identifying measurements for each SLO. Two SLOs will be assessed each year, so all SLOs are assessed in a three-year cycle. The SLOs will be assessed at both the Student Services Divisional and Department levels.

4. Meeting Schedule (through the semester)
The group agreed to meet on the 1st and 3rd Monday of the month from 1:00 – 2:00 pm in Winlock. The next meeting will be Monday, October 1.

Adjournment at 4:37 p.m.