

# Student Learning Outcomes Work Group Meeting

## *Minutes* *September 27, 2010* *3:00-4:30, MCR*

**Attendees:** Alex Campbell, Kathy Sullivan, Kathy Schultz, Jake Beck, Dennis Gervin, Mike Torok, Laureen Campana, Grace Alvarez, Arlene Sprague, Melissa Raby, Micha Miller, Raelene Juarez, Dave Chestnut

**Absent:** Gary Mendenhall, Marnie Shively, Brian DeMoss

### 1. Additional agenda topics

### 2. SLO Mentor Updates – Kathy Sullivan, Kathy Schultz, Laureen Campana

- Micha- SLO Tool is working really good. Minor glitch but will work it out.
- Kathy Schultz handed out a copy of the SLO Timelines and Deadlines for 2010-11. They plan to send out the chart at the beginning of year and follow-up in spring. Not sure when training will be, but will add to the chart.
- Timeline handout is from the last meeting. The committee will look at it in September and make adjustments.
- Kathy Sullivan- SLO Tool is awesome. Getting together with Gene to do training.
- Administration Section is working very well. Want a couple of SLO classes for the Board Meeting to be able to show them how it works.
- How much Assessment do we have to put on?
- SARS & Fire Courses are separate.
- Laureen Campana- Updating program pieces. Met with Dennis, need to do some more training.

### **AGENDA ITEM: List of files in CCmanzan1**

- Need to be moved over and check off as they are making the changes. Mentors will need an email when making changes.
- Mike wants to make sure all the data is backed up. Thinking of making a 3<sup>rd</sup> time back up.
- Please do not override your back up.

### **AGENDA ITEM: Administrative Support**

- **SLO Minutes- Dennis's new secretary will be taking the minutes.**
- I will be sending out the minutes as soon as I have them, will email them out for inputs or corrections that you might have.
- Laureen-needs coverage when there is no support for backup. What can be done about this?

## **Student Learning Outcomes Work Group Meeting**

- Mike would like any suggestions brought to him so we can help with come up with a solution.
- Micha- would like the support from Administrators regarding SLO for Accreditation.

### **Agenda Item: Student Services Dept.**

- Arlene would like to know if they are going to be trained for SLO Tool? Has a lot of information to share.

### **SLO Time Review**

- Need to review the timeline for Accreditation.  
Omni- Not converted as of yet for SLO.  
Dennis wants to be on the list to be able to have access.

SLO Cycle Discussion: SLO Meeting on Oct. 11<sup>th</sup> with BRIC-TAP so they can participate and they

can make informed recommendations.

- What should be the review cycle?
- Course update cycle.
- Program review Process- try to convert into something that we are already doing.

Agendas: For the October 11<sup>th</sup> Brick Tap

### **Agendas for the October 11<sup>th</sup> BRIC-TAP**

- Alex will create the agenda
- History – Micha
- Assessment to Analysis
- How to present SLO?
- Straight line process to cycle. How to do that?
- Service Area- what good strategies do they have?

# Student Learning Outcomes Work Group

## *Minutes* *February 22, 2010, MCR*

Attendees: Alex Campbell, Kathy Sullivan, Kathy Schultz, Micha Miller, Marnie Shively, Jake Beck, Dennis Gervin, Mike Torok, Cindy DuLany

1. Additional agenda topics

Alex shared that a Research Planning Grant is being created for Columbia College in partnership with Beccie Michael. The grant is to provide tools, staff development funds, etc to build on the inquiry culture of the college and thereby use data more in decision making and programs.

**ACTION: Alex to send a brief description of the grant for inclusion in the minutes.**

Alex will be creating an update on the student/staff/faculty survey and reissuing it or all using survey monkey. She would like assistance in updating the questions from the 1996 and 2000 survey to correspond and be more relevant to today's climate.

2. Marketing & Staff Development SLOs – Dennis/Mike

A question arose – Who should Laureen contact regarding SLO's for the Marketing area?  
The answer – the interim Marketing Director – Dennis Gervin

3. Accreditation Update – Dennis

Dennis will be attending a site visit next week. In preparation for this visit he reviewed some of what the accreditation teams would be looking for regarding SLO's. It is important to have the ability to see, to touch and to feel where each school is now and then go back and revise, update and go forward.

The content the Columbia College accreditation teams will be providing to our self study will be the work in process as of this semester. It will be revised/updated where needed when the evidence of progress is more robust prior to the actual submission of the self study report.

4. Child Development Program SLOs – Kathy Sullivan

Kathy provided copies of the Child Development program SLOs under development and asked for feedback as to content, the concept of SLOs vs. a grade vs. G.P.A. The two smaller certificates are done and the 31unit certificate may be discontinued depending on the advice of the Child Development Advisory Committee.

A discussion on the question – Is it possible to satisfactorily complete and receive a certificate with a grade of D?

# Student Learning Outcomes Work Group

Answer – Yes, according to Mike Torok’s research and discussion with Melissa Raby. The student needs to have a grade of C or better in all the certificate and/or degree core classes but a D is acceptable in electives.

5. Updates from Other Areas – Micha, Kathy Schultz

Not covered at this meeting – to be brought to next meeting

6. Database Progress – Jake

Jake showed the test SLO Data Base front end. Each level of drop down menu was reviewed, questions as to definitions of terms and how the information would be entered were discussed by the team. Screen layout and order was covered. The team members would like to test entering data and see how it works.

The need for more than one person to access an SLO was discussed and there is a method to “transfer ownership” from one person to another. The idea of rights by a group was mentioned – Jake will investigate and work with Dennis on this issue and format.

**ACTION: Send Jake any ideas on what “you want to see”, data needs, report requirements and format issues.**

Future topics:

Orphaned Program Guidelines – Kathy Schultz has been working on the guidelines for SLO activity in Orphaned programs and interacting with Brian Green (as the representative from Senate Council). Raelene Juarez recently sent via email the current draft copy which will be discussed in Academic Senate this Friday. Kathy is planning to leave her class early Friday to be at the Senate meeting to speak to the SLO portion. She will bring back changes/feedback.

The documentation of the review process for college wide SLO’s and publish

Meeting dates for Spring 2010

**Monday, March 22, 2010, 3PM – 4:30PM, MCR**

Monday, April 26, 2010

Submitted: C. DuLany

# Student Learning Outcomes Work Group

## *Minutes*

*January 25, 2010, MCR*

Attendees: Kathy Sullivan, Kathy Schultz, Brian DeMoss, Micha Miller, Jack Beck, Lauren Campana, Mike Torok, Dennis Gervin, Cindy DuLany

1. Additional agenda topics  
One item added to #5
2. Catalog list of courses and programs versus full curriculum list of courses for tracking SLOs  
There was a question from the Senate - "Why are we only looking at course in catalog?"  
The answer presented was – That a "line in the sand" was drawn and decision was made to focus on what courses we currently offer. This was confirmed again today by the team that we will focus on the catalog courses and that this decision would meet the reporting needs.  
  
For SLO tracking purposes, the Mentors look at the new catalog each year and update that year's spreadsheets with additions/deletions.
3. Database Progress – Jake  
Progress is going slowly and the web mock-up is not quite ready but Jake hopes to have it in a week or so. At that time Jake would like some input from the team.  
Good news is that this project has been approved for Title III and can take priority.  
If Jake needs a complete example of course and program SLO's to test the database let Kathy Schultz know.  
**ACTION: Jake will contact Micha, Kathy and Alex to set up a time to review the web mock up and he will cc: Dennis/Lanai, in case Dennis is available for the meeting**
4. SLO Institute in March? Any money to travel? – Kathy Schultz/Mike  
Kathy will provide a proposal to Dennis with the where, the cost, and topics to be covered at the SLO Institute. Dennis will determine if he can locate/allocate funding.
5. Response from Brian on process for handling orphan courses/programs – our next steps.  
There were follow-up questions on the process sent to Brian regarding the process for developing Course and Program level SLOs for orphan disciplines and if there is a review cycle.

The current process flows from the SLO mentor to an adjunct to the dean of the division for the creation of SLOs. The assessment portion is another issue to be addressed.  
The review cycle, currently, is yearly, a more formal cycle needs to be defined later when SLO's and assessments are completed, maybe every 2-3 years?.

# Student Learning Outcomes Work Group

Consensus was that there is not a formal pathway at this time but one needs to be created that will address not just SLO's but curriculum, hiring, etc. What the mentors are doing right now to assist in getting SLOs created and assessments identified is probably not the same process that will continue long term when dealing with Orphan areas.

b. Indis program update – Kathy Sullivan

Kathy and Micha have adopted several orphan programs and working to create the SLO's and in some cases updating or discontinuing the curriculum as only full time faculty can represent curriculum changes.

The mentors are struggling to receive follow up information when we suggest to faculty that a course should be considered for deactivation. She will review the progress within CurricUnet and check with Jeri Pourchot to determine the easiest way for the mentors to hear that those deactivations are completed.

**ACTION: Kathy Schultz to prepare a written response to be reviewed by the team and then sent to Brian Greene**

6. Program definition for post-secondary degrees – Kathy Schultz

In Arts & Science there are post secondary degrees (with an emphasis in Biological Sciences, Business Administration, Computer Science, Environmental Sciences, Physical Sciences and Pre-Engineering) which equates to an award which equates to a program. Within these degrees several departments/disciplines are often represented, so which department do you assign them to for SLO development and assessment? There are components for multiple departments to create SLOs.

**ACTION: Mike to check with Dennis on this issue to see how he views the issue**

**ACTION: The mentors will brainstorm possible general SLO's that could be applied to all eight of the post secondary degrees keeping in mind these degrees are designed for transfer students. They will then share with the team.**

7. Meeting dates for Spring 2010

Monday, February 22, 2010

Monday, March 22, 2010

Monday, April 26, 2010

*Future topics:*

Representation on the Work Group to contain a specific number of faculty and classified staff to ensure all areas represented. Training and information would be available to induce others to become mentors.

Service areas