| | Date: 11-30-2016 |
|---|---|
| **SLO Workgroup Meeting Minutes** | **Time: 3:00 pm** |
| | **Location: MPR** |

**Members Present**:

**Recorder: Cindy Inwood**

## Agenda

## Minutes

| Approval of minutes from | | |
|---|---|---|
| **TOPIC:** | | |
| **Discussion**: | | |
| **Action items**: | **Person Responsible**: | **Deadline** |
| **TOPIC:** | | |
| **Discussion**: | | |
| **Action items**: | **Person responsible**: | **Deadline** |

Adjournment
There being no further business, meeting adjourned at

Next meeting:

CANCELED

**SLO Workgroup
Meeting Minutes**

**Members Present**: Diana Sunday, Joey Partridge, Raelene Juarez, Erin Naegle, Rick Rivera

**Recorder: Cindy Inwood**

# Agenda

**Columbia College
Student Learning Outcomes (SLO) Workgroup
Agenda**

**Wednesday, November 16, 2016 at 3:00pm – Manzanita MPR**
**Committee Members:** Raelene Juarez, Joe Ryan, Lahna VonEpps, Margo Guzman, Rick Rivera, Melissa Raby, Brian Sanders, Brandon Price, Diana Sunday, Erin Naegle, Joey Partridge, Kathy Schultz, Klaus Tenbergen, Kristin Rascon, Micha Miller, Wendy Griffiths-Bender
**Recorder:** Cindy Inwood

1. Welcome

2. Approval of minutes from October 5 and 19, 2016

3. eLumen
   a. Synchronizing with CurricUNET
   b. Links on website to access eLumen
   c. How to Videos: Logging into eLumen and Finding course SLOs
   d. Next: Finding the default assessment rubric and Entering results for classes and each student

4. SLO Website
   a. SLO Cycle diagram and explanations
   b. SLO Handbook link
   c. Next: Assessment Tools and Resources page

5. Course Student Learning Outcomes (CSLOs)
   a. Assessment Plans (and notification) for Fall 2016
   b. Curriculum process add SLO Mentors to technical review
   c. Next: Approval process for SLOs through Curriculum Committee

6. Program Student Learning Outcomes
   a. Changes to AD-T outcomes

    b.  November 4th Work Party from 8:00am- noon
    c.  Next: PSLOs for all degrees and certificates

7. SLO Coordinator and Mentor positions

8. Other


**Next meeting:**  Wednesday, November 30th @ 3pm in MMPR

# Minutes

## Approval of minutes from October 5 and 19, 2016

### TOPIC: eLumen

**Discussion**: a. Diana has no updates. When Erin was at Plenary she learned that SLOS can be revised by process set by college. CSLOs will be reviewed by curriculum process here at the college. Rick mentions that some CORs are blank, waiting for data dump.
b. There are two links on website, one on research page the other on the SLO page. One will be added to the Strategic page and another on the faculty page under resources where CurricUNET is listed.
c. Rick and Raelene have narrated "How to Videos" for using eLumen that are located on the SLO Web page.
d. Joey found a place in eLumen for faculty to reflect and make observations about the data results entered for each course, but it needs to be activated.

| **Action items**: 1) Raelene to work with Cindy on getting additional links to eLumen on the college website. 2) Raelene and Joey to work on the next "How to Videos" of finding assessments and entering data results in eLumen. | **Person Responsible**: | **Deadline** |
|---|---|---|

### TOPIC: SLO Website

**Discussion**: a. Joey displayed diagram on the tablet. Rick shared faculty comments made at Academic Senate meeting. It was suggested to take out the word student, it wasn't needed and also the word eLumen, for proprietary reasons. The biggest comment was on the coloring and tint used in the diagram. The colors and tint used make it hard to read. The verbiage is fine. b. The SLO handbook is linked on the SLO Web page with information on what are student learning outcomes, how we map learning outcomes at Columbia College, and who is responsible for SLOs. c. The Assessment Tools and Resources links on the SLO website are still under review. Further discussion will take place at the next meeting.

| **Action items**: Raelene and Joey will make noted changes to the diagram. | **Person responsible**: | **Deadline** |
|---|---|---|

### TOPIC: Course Student Learning Outcomes (CSLOs)

**Discussion**: a. Joey and Raelene are working on how to plan and push notifications into eLumen. Right now, it's manual. Some departments assess courses once every 2 years and some once every 3 years. Joey did matrix and it comes out to 15 different assessment groups for the next 9 years. Raelene will follow up with the Deans offices to see if adjunct are checking e-mail.

b. What is being reviewed and how? Right now only SLO Coordinator is reviewing, but more eyes would be better. The SLO Workgroup recommends keeping the process as is at the moment.

c. Curriculum Committee is drafting a process for the approval of course learning outcomes and also program learning outcomes.

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|

## TOPIC:  Program Student Learning Outcomes

**Discussion**: a. AD-T outcomes have PSLO's. These outcomes can also be changed without resubmitting to the state for approval.

b. The November 4th SLO Work Party was not well attended. Those who were there learned about entering data from a faculty point of view and had an opportunity to craft PSLOs for degrees and certificates.

c. PSLOs need to be created for all degrees and programs by the end of this semester. It can be done on your own, on a drop-in basis or by house call (SLO Workgroup member can come over and help enter information directly into eLumen), giving faculty two avenues to choose from.

| **Action items**: 1) Raelene to set-up days and times for faculty to drop-in for assistance with PSLOs. 2) VPI and SLO Coordinator to send notice to faculty on what needs to be completed for PSLOs and by when. | **Person Responsible**: | **Deadline** |
|---|---|---|

## TOPIC:  SLO Coordinator and Mentor positions

**Discussion**:  Rick and Erin will not be available next semester. Lindsay has expressed interest, so have Adrienne and Craig.  All would need to be available on Wednesday afternoons as the SLO Workgroup meetings will remain on Wednesday afternoons at 3:00pm.

| **Action items**:  Faculty interested in the SLO Mentor positions will be recommended to the Academic Senate for approval. | **Person responsible**: | **Deadline** |
|---|---|---|

## TOPIC: Other

**Discussion**:  The next meeting will be in one month on December 14, 2016, 3:00 MPR.  SLO Workgroup will only meet once a month next semester.

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|

Adjournment
There being no further business, meeting adjourned at 4:10pm

Next meeting:  December 14, 2016
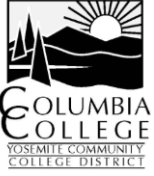
| | Date: 11-12-2016 |
|---|---|
| **SLO Workgroup Meeting Minutes** | **Time: 3:00 pm** |
| | **Location: MPR** |

**Members Present**:

**Recorder: Cindy Inwood**

# Agenda

# Minutes

| **Approval of minutes from** | | |
|---|---|---|
| **TOPIC:** | | |
| **Discussion**: | | |
| **Action** | **Person Responsible**: | **Deadline** |
| **TOPIC:** | | |
| **Discussion**: | | |
| **Action items**: | **Person responsible**: | **Deadline** |

Adjournment
There being no further business, meeting adjourned at

Next meeting:

| | **Date: October 19, 2016** |
|---|---|
| | **Time: 3:00pm** |
| | **Location: MCR** |

## SLO Workgroup
## Meeting Minutes

**Members Present**: Erin Naegle, Raelene Juarez, Diana Sunday, Rick Rivera, Joey Partridge

**Recorder: Erin Naegle**

# Agenda

### Columbia College
### Student Learning Outcomes (SLO) Workgroup
### Agenda

**Wednesday, October 19, 2016 at 3:00pm – Manzanita Multi-Purpose Room**
**Committee Members:** Raelene Juarez, Joe Ryan, Lahna VonEpps, Margo Guzman, Rick Rivera, Melissa Raby, Brian Sanders, Brandon Price, Diana Sunday, Erin Naegle, Joey Partridge, Kathy Schultz, Klaus Tenbergen, Kristin Rascon, Micha Miller, Wendy Griffiths-Bender
**Recorder:** Michelle Walker

1. Welcome

2. Approval of minutes from October 5, 2016

3. eLumen
   a. Links on website to access eLumen
   b. Logging into eLumen – video

4. Committee Listing – SLO Workgroup

5. SLO Website
   a. SLO Cycle – diagram (handout)
   b. SLO Handbook page - review revised "handbook" pages
   c. Assessment Tools and Resources page

6. Course Student Learning Outcomes (CSLOs)
   a. Synchronizing CSLOs from eLumen to CurricUNET
   b. Assessment Plans (and notification) for Fall 2016
   c. CSLOs – process for changes or revisions
   d. Curriculum Approval – quality and mapping to ISLOs (and PSLOs)

7. Program Student Learning Outcomes
   a. Approval – quality and guiding principles
   b. November 4th Work Party from 8:00am- noon

**Next meeting:**  Wednesday, November 2nd @ 3pm in Manzanita Multi-Purpose Room

# Minutes

## Approval of minutes from

## TOPIC: eLumen

**Discussion**:

      a. Links to webite to access eLumen are now available. The group explored additional locations for links. Present links: SLO page & Research page.

          i. Additional links to be added: Faculty/Staff Resource Page & Resources on the Academic Senate page.

          ii. Diana will get links added to the website

      b. Need a video instructing people how to log on to eLumen. Rick and Joey will work on this with a deadline of 10/31

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: CSLO assessment

**Discussion**:

      a. Raelene and Bella have identified the courses and instructors that are scheduled to be assessed this semester. An email will be sent out to those instructors with instructions about how to login and contact info for coordinator and mentors to assist working with eLumen.

      b. Diana and Joey will look into how to have eLumen automatically send out reminders regarding the assessment of courses each semester.

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: Participatory Governance Purpose Statement

**Discussion**:

      a. Reviewed and suggested changes to the document.

      b. Raelene will relay edits to the President

| Action items: | Person responsible: | Deadline |
|---|---|---|

## TOPIC: SLO cycle

**Discussion**:

a. Proposed cycle was reviewed and discussed

b. Proposed cycle will be presented to Senate for review on 10/28 by Rick

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: SLO Tools Website

**Discussion**:

a. Tool section is overwhelming and gives impression of needing to reinvent the wheel.

b. Replace with a few examples of how SLOs are assessed on our campus. Come to next meeting with examples

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: CSLO

**Discussion**:

a. Ready to be transferred from eLumen to Curricunet

b. Raelene: Is Senate OK with one person giving approval for new SLOs? May want to explore having coordinator and mentors reviewing SLOs as part of Technical Review process. Raelene will take this to the curriculum committee. Should also be a senate discussion at some point. Secondly, when does the mapping of a new course's SLOs occur?

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: PSLO Workshop

**Discussion**:
a. Discussion on what the workshop will look like.
b. Key Questions:
    i. What information from PSLOs is valuable for program review?
    ii. What does a graduate with the degree/certificate look like? What can they do?

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: Other: Spring SLO mentors

**Discussion**:
a. Erin will not be a mentor in the spring, position open in the spring 17 semester. Rick will announce the position with 10% reassigned time at the Senate meeting.

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

Adjournment
There being no further business, meeting adjourned at 4:37pm

Next meeting:  November 2, 2016
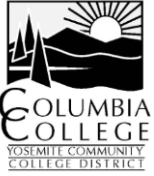
# SLO Workgroup Meeting Minutes

**Members Present**:

Raelene Juarez, Rick Rivera, Diana Sunday, Erin Naegle, Joe Ryan, Brandon Price, Brian Sanders

**Recorder:** Michelle Walker

## Agenda

1. Welcome

2. Approval of minutes from September 21, 2016

3. Updates

    a. eLumen

    b. Course SLOs (revisions and assessment plans)

    c. Synchronizing eLumen and CurricUNET

    d. Curriculum Process and SLOs

4. SLO Website

5. SLO Handbook

6. PSLOs - Visual

7. Other

# Minutes

**Approval of minutes from September 21, 2016**

**TOPIC: eLumen Update**

**Discussion**:

Diana reported that we are very close. Emails going back and forth today. Want to get beta testers together soon for the instructional side. They will be those that have had short-term courses and are getting ready to end. Will address any user issues before it goes live to the campus.

Brandon asked whether the system would be set up to accommodate the student services side. Diana stated the Student Services programs are set up in eLumen and will meet with Brandon to review the eLumen site, and to make the final updates to their SAOs and PSLOs.

| Action items: | Person responsible: | Deadline |
|---|---|---|

**TOPIC: Course SLOs**

**Discussion**:
Raelene reported that almost all are updated in eLumen. Will ask for an extract from eLumen once they are all done.

| Action items: | Person Responsible: | Deadline |
|---|---|---|

**TOPIC: Synchronizing eLumen and CurriUNET**

**Discussion**:
Hoping to have this done by the end of next week. There are a handful of new courses. May have to enter those manually.

| Action items: | Person responsible: | Deadline |
|---|---|---|

**TOPIC: Curriculum process and SLOs**

**Discussion**:
Kathy and Curriculum Committee are working on finalizing the processes.

| Action items: | Person Responsible: | Deadline |
|---|---|---|

**TOPIC: SLO Website**

**Discussion**:
Raelene distributed a handout with a visual of assessment cycle examples. Review of changes to the website. Discussion of whether or not the diagram of the assessment cycle on the website is still correct. Review of sample diagrams.

Draft cycle:
1. Define/refine student learning outcomes.
2. Identify/refine assessment tools and criteria linked to each outcome.

3. Implement assessment tools to gather evidence of student learning.
4. Enter results into eLumen.
5. Analyze the collected data and identify gaps between desired and actual results.
6. Develop strategies for improvements to instruction, programs and/or processes based on analysis.

Review of assessment tools and resources page.

| Action items:<br>Bring back draft to committee for review | Person responsible:<br>Raelene | Deadline<br>Next meeting |
|---|---|---|

## TOPIC: SLO Handbook

**Discussion**:

Nothing to discuss.

| Action items: | Person responsible: | Deadline |
|---|---|---|

## TOPIC: PSLOs - Visual

**Discussion**:

Brian showed the workgroup his PSLO visual tool and overview (jellybean SLOs).

Brian discussed that he went to a Curriculum Committee meeting. He will be working with CurricUNET to update tools to fit Columbia. Work is in progress and it should be completed soon.

Brian drafted a procedure document for program and institutional SLO assessment. He reviewed it with the workgroup. Need to create a link on the website to visual and procedure document when they are finished.

| Action items: | Person responsible: | Deadline |
|---|---|---|

## TOPIC: Other

**Discussion**:

Work party reminder. November 4th from 8am – 12pm in Buckeye 4.

| Action items: | Person responsible: | Deadline |
|---|---|---|

Adjournment
There being no further business, meeting adjourned at 4:42pm.

Next meeting:  Wednesday, October 19th, 2016 @ 3pm in the Manzanita Multi-Purpose Room

# SLO Workgroup Meeting Minutes

**Members Present**:

Raelene Juarez, Rick Rivera, Joey Partridge, Diana Sunday, Erin Naegle, Kathy Schultz

**Recorder:** Michelle Walker

## Agenda

1. Welcome

2. Approval of minutes from September 7, 2016 with corrections

3. PSLOs vetted/approved where?

4. Updates

    a. eLumen

    b. Course SLOs (revisions and assessment plans)

    c. Synchronizing eLumen and CurricUNET (timeline)

    d. Curriculum process and SLOs

5. SLO handbook

6. SLO website

7. Other

# Minutes

## Approval of minutes from September 7, 2016 with corrections

## TOPIC: PSLOs vetted/approved where?

**Discussion**:

Diana proposed course group mapping to ISLOs for areas. Raelene let curriculum committee know that areas would be mapped behind the scenes. If areas had SLOs it could inform CSLOs. Need to get a group together to look at the issue. May need to get data into the system first to see how everything should be tied together. Raelene spoke to curriculum committee about developing a process in CurricUNET to put PSLOs. Wait for more information before making the decision. Definition of PSLO will be spelled out in the handbook and will appear on the website. Diana reported that Brian asked her to create a site to provide documentation for every program that can be accessed by accreditors.

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: eLumen Update

**Discussion**:
Diana reported that there was a glitch that was fixed. It did not affect the faculty side.

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: Course SLOs (revisions and assessment plans)

**Discussion**:
Ready to enter the course revisions into eLumen. The timelines are not entered into eLumen at this time. Will have to manually push out notifications. There is a mechanism to send out notifications, but the schedules have not been defined well enough yet.

| Action items: | Person responsible: | Deadline |
|---|---|---|
| Entering course SLO revisions into eLumen | Raelene & Diana | Sept 30 |
| Help facilitate the input of the course SLO revisions | Joey | Sept 30 |

## TOPIC: Synchronizing eLumen and CurriUNET (timeline)

**Discussion**:
Diana reported that she is not quite sure how this process is going to work since Letitia is no longer here.

| Action items: | Person responsible: | Deadline |
|---|---|---|
| Sync eLumen and CurricUNET | VPI, Curriculum Chair, Diana | Oct 7 |

## TOPIC: Curriculum process and SLOs

**Discussion**:
Process was vetted and discussed at last Curriculum Committee meeting. Needs further discussion.

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| Follow up with Curriculum Committee once process has been finalized | Raelene | Oct 16 |

## TOPIC:  SLO Handbook

**Discussion**:
Raelene distributed a draft. Need to choose what will be taken from the handbook and put on web pages. Discussion about what should be included in handbook. Review of mapping graphic. Changes made on hard copy (to be included in the minutes). Define groups with FAQ. Need to invite student participation.

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| Ask Errin Bass for student representative for SLO workgroup | Michelle | Next mtg |
| Make changes to document and bring back to group | Raelene | Next mtg |
| Review SLO web pages and make improvement suggestions | SLO Workgroup | Next mtg |

## TOPIC:  SLO Website

**Discussion**:

Review of the SLO workgroup webpages (front page and statement of purpose). On the statement of purpose page, everything that is below Columbia College college-wide SLOs needs to be removed. Move statement of purpose to the front page (replace with new statement approved last spring).

Hard copy revisions made and will be given to Michelle to update website.

Kathy gave overview of history of SLO web pages.

Discussion of necessary revisions to web page and statement of purpose.

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| Update welcome page and delete statement of purpose page | Michelle | Next mtg |

Adjournment
There being no further business, meeting adjourned at 4:50pm.

 Next meeting:  Wednesday, October 5th, 2016 @ 3pm in the Manzanita Multi-Purpose Room

Welcome to Columbia College Student Learning Outcomes (SLOs) resource site. This site provides information and links to assist any Columbia College personnel in developing and implementing Student Learning Outcomes. Columbia College has chosen to implement Student Learning Outcomes throughout the college at the course level, program and/or service level and at the college-wide level. Our collaboratively created and collectively accepted definition follows.

*[handwritten: institutional]*

*[handwritten: Statement of Purpose here]*

**A robust SLO includes:**

♦ A behavioral objective that describes what a student will be able to do, know or be at the conclusion of a course/service/program;

♦ A description of the method(s) to assess performance;

♦ The criteria for evaluating the outcome;

♦ A plan for ongoing assessment leading to continuous quality improvement(s).

While the specifics of SLO design and implementation will be unique not only among programs and services but among individuals, the benefits of using Student Learning Outcomes are applicable to all. (Adapted with permission from the Office of Educational Assessment (http://depts.washington.edu/learning/index.html) .)

*[handwritten: Why SLOs]*

*[handwritten: Benefits of having SLOs]*

**Increased Student Awareness of Their Own Learning** - Student learning outcomes give students a way to think and talk about what they have learned. Being able to state - either verbally or in writing - what they now can do that they could not do previously helps students organize their own learning for themselves and for external audiences, such as job interviewers. SLOs make it easier for students to "know what they know" and give them a language to communicate what they know to others.

**Another Avenue for Faculty/Staff Self-assessment** - Use and assessment of student learning outcomes help faculty and staff evaluate and improve their own teaching or services.

**A Common Language about Learning Throughout the College** - Student learning outcomes can help departments develop a common language that students, faculty, and staff share. This common language can facilitate communication and build bridges among various departmental services for students, from admissions through advising and instruction.

**A Context for Design and Revision of Courses, Programs or Services** - Students learning outcomes assist in the design of new courses or services, keeping the focus on the place they serve in the larger picture.

**Clearer Student Expectations** - Well thought out and developed outcomes that have been made known to students will enable clearer criteria for grading assignments or in some way observing whether the outcomes are being met. Outcomes are an important first step toward clear communications of expectations to students. The job of advising becomes easier when advisors have expected course and program outcomes that they can point to when advising students on either course or major selection.

**Improved Promotional Materials** - Departments will be able to promote their programs to students and other constituents via the presentation of the outcomes toward which they strive.

**Accreditation** - Columbia College aligns with accreditation expectations for student learning outcomes by developing a "culture of evidence" in support of our mission statement.

SLO Resources (http://www.gocolumbia.edu/SLO/SLOResources.pdf)

**Statement of Purpose**

Consistent with the mission of the California Community College and Yosemite Community College District, Columbia College is committed to offering a comprehensive range of transfer, vocation, cultural, and community education programs, and to facilitate community and economic development. The College provides support programs and services to assist students and the broader community in gaining access to higher education and achieving success in their chosen endeavors.

To this end, the college promotes **transformational learning** in the context of three learning domains:

- The **cognitive** domain which considers classifications of intellectual behavior;
- The **psychomotor** domain which considers physical skills or task classifications;
- The **affective** domain which considers behaviors that correspond to attitudes and values.

**Columbia College College-wide SLOs**

At Columbia College Student Learning Outcomes address relevant outcomes in each of these domains as they are appropriate to specific courses or programs and as they relate to the following overarching, **college-wide Student Learning Outcomes:**

1. Critical and Creative Thinking

Students will develop skill with assimilating information, evaluating its relevance, developing a plan of application, and deciding upon the relevance of an outcome through

- Reflective practice
- Life-long learning
- Self-determination
- Critical thinking

2. Civic, Environment, and Global Awareness

Students will develop values, opinions, attitudes, and behaviors that underlie and support active citizenship through

- Civic engagement
- Leadership development
- Advocacy
- Collaboration, team-building and mentoring

3. Individual and collective responsibility

Student will develop skill in correctly following instructions for performing new tasks while applying past experience in relevant situations by demonstrating

- Self-responsibility
- Academic growth and emotional development
- Reliability
- Equity, fairness, and dignity

4. Mastery of relevant theory and practice

Student will demonstrate in-depth, critical knowledge of theory, research and practice relevant to their chosen professional roles and focus areas, including skill development in

- Organization
- Computation
- Communication
- Research

Verify that this is the statement that was approved last Spring...

*Student Learning Outcomes at Columbia College are used to improve teaching, learning,* student services *and academic advising at the individual, course, program, and institutional level. Faculty and staff define and assess observable outcomes that demonstrate evidence of learning. This data informs strategic planning, improves college decision-making, and strengthens institutional effectiveness.*
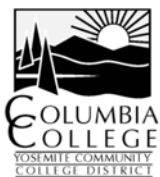
| | Date: September 7, 2016 |
|---|---|
| **SLO Workgroup Meeting Minutes** | **Time: 3:00pm** |
| | **Location: Manzanita Multi-Purpose Room** |

**Members Present**: Raelene Juarez, Wendy Griffiths-Bender, Brian Sanders, Diana Sunday, Joey Partridge, Erin Naegle, Joe Ryan, Rick Rivera

**Recorder: Michelle Walker**

# Agenda

1. Welcome

2. Approval of minutes from April 18, 2016

3. eLumen update

4. SLOs for Student Services

5. Course Student Learning Outcomes (CSLOs) Revisions

6. Assessment Plans (timeline when to assess SLOs for courses)

7. Current Curriculum Process with CSLOs

8. SLO Handbook

9. SLO Summary Reports

10. Program Student Learning Outcomes (PSLOs) – Resolution

11. Work Party – November 4, 2016

12. Other

# Minutes

## Approval of minutes from April 18, 2016

## TOPIC:  eLumen Update

**Discussion**:

Diana reported that she met with Raelene and Joey over the summer to get eLumen up and running. The code changes have been rectified. Diana is working on course uploads. They still need to do some small edits in the program and eLumen is working to make those corrections. We need SLO updates from faculty. Should be ready for first faculty to use the system within two months. Instruction office support staff need to be trained on how to use the system so that they can help new users. We will start with the faculty who are up on the assessment cycle. There needs to be further training on outcomes vs. objectives. They also need to remember to include the information on their syllabus.

| **Action items**: | **Person Responsible**: | **Deadline:** |
|---|---|---|
| Training sessions for eLumen | SLO Workgroup | Fall '16 |

## TOPIC:  SLOs for Student Services

**Discussion**:

Diana is working with Student Services and all of their information is in eLumen. Working to translate the information to Student Services format.

| **Action items**: | **Person responsible**: | **Deadline:** |
|---|---|---|
| Set up meeting with Student Services | Diana | Fall '16 |

## TOPIC:  Course Student Learning Outcomes (CSLOs) Revisions

**Discussion**:

CSLO revisions to be updated into eLumen tomorrow. Assessment plan is being created. There needs to be some continued clean-up with how CSLOs have been written. Need process for adjustment of SLOs. PSLOs and CSLOs need to be aligned.

| **Action items**: | **Person responsible**: | **Deadline:** |
|---|---|---|
| Give revisions to Bella | Raelene | 9/16/16 |

## TOPIC:  Assessment Plans (timeline when to assess SLOs for courses)

**Discussion**:
Discussed with CSLO revisions.

| **Action items**: | **Person Responsible**: | **Deadline:** |
|---|---|---|
| Give revisions to Bella | Raelene | 9/16/16 |

## TOPIC:  Current Curriculum Process with CSLOs

**Discussion**:

Five year reviews are going into the CurricUNET system. Raelene will work with Kathy Schultz to get that stopped for now. The Curriculum Committee does not want to be responsible for the quality of SLOs. There was discussion about the possibility on voting on SLOs. Will work with CurricUNET to grey out the SLO option for now. Flow within the system could include a mentor in the process for review. Minor and major modifications need to have mentor review included. Course SLOs could go in a batch before the Curriculum Committee once they have been reviewed by mentors in batches to make it easier to review.

| **Action items**: | **Person responsible**: | **Deadline:** |
|---|---|---|
| Discuss with Curriculum Committee | Erin & Raelene | 9/21/16 |

## TOPIC:  SLO Handbook

**Discussion**:

Raelene reported that they are working to finish this. Brian suggested that this appear on the website rather than in hard copy. The committee agreed. Raelene will work on finishing it up and will bring a copy to the next meeting. She will give it to Bella who will put it on the website and make other clean-ups on the webpages.

| **Action items**: Bring back to group for review and discussion | **Person responsible**: Raelene | **Deadline:** 9/21/16 |
| --- | --- | --- |

## TOPIC:  SLO Summary Reports

**Discussion**:

Update on status. Saved in shared folder.

| **Action items**: | **Person responsible**: | **Deadline** |
| --- | --- | --- |

## TOPIC:  Program Student Learning Outcomes (PSLOs) - Resolution

**Discussion**:

PSLOs need to be based on award or certificate. Discussion as to whether or not a resolution should be brought before the Academic Senate or not. It was decided that it should be introduced through the work party and reported out by Raelene to the Academic Senate. A resolution is too formal.

| **Action items**: Report out to Academic Senate | **Person responsible**: Raelene | **Deadline:** Oct. '16 |
| --- | --- | --- |

## TOPIC:  Work Party – November 4, 2016

**Discussion**:

Reminder about meeting date. Wendy and Erin will be unable to attend as they will be at Plenary.

| **Action items**: Report out to constituents Announce in Newsletter | **Person responsible**: SLO Workgroup Erin | **Deadline:** Nov 4 |
| --- | --- | --- |

## TOPIC:  Other

**Discussion**:

Nothing reported.

| **Action items**: | **Person responsible**: | **Deadline** |
| --- | --- | --- |

Adjournment
There being no further business, meeting adjourned at 4:07pm.

Next meeting:  Wednesday, September 21, 2016 @ 3pm in the Manzanita Multi-Purpose Room

| | **Date: April 18, 2016** |
|---|---|
| | **Time: 3:00pm** |
| | **Location: Manzanita Multi-Purpose Room** |

**SLO Workgroup
Meeting Minutes**

**Members Present**:

Raelene Juarez, Joey Partridge, Kathy Schultz, Wendy Griffiths-Bender, Nate Rien, Lindsay Laney, Erin Naegle, Lahna VonEpps, Diana Sunday

**Recorder: Michelle Walker**

# Agenda

1. Welcome

2. Approval of minutes from March 21, 2016 and April 4, 2016

3. Updates

   a) eLumen

   b) SLO Summary Reports

   c) 3-year Course Cycle

   d) Course SLOs Review and Revise

   e) Academic Senate Resolutions

   f) Workshops

4. Mission/Purpose Statement

5. SLO Handbook

6. Fall FLEX Day

7. Fall Meetings Days/Times

8. Other

# Minutes

## Approval of minutes from March 21, 2016 & April 4, 2016

## TOPIC:  Updates

**Discussion**:

- eLumen
  - File has been fixed and will be uploaded shortly
    - Interim fixes to eLumen uploads are being made and submitted to eLumen until hard coding changes become live in Datatel (ETA: Spring 2017)
  - Brian DeMoss has been assigned as operations manager for this project
  - The coding corrections to the eLumen uploads are primarily to FNR records at present
  - We are having logon issues – will be remedied after refresh (Update:  logon issues have been remedied)
  - Diana has been assigned to temporary fixes to eLumen uploads and to oversee Ellucian data recoding (to be completed over the summer)
  - May have new Admin Specialist help with data entry
    - Additional assignment for Admin Specialist and data entry is still under discussion
  - May also use ITC tech help with input
    - ITC tech position does not seem to be a good fit. Assignments may be too diverse – particularly for a new person to the District.
  - Question about long-term support
- SLO Summary Reports
  - Raelene will email out to everyone
  - Areas that do not have F/T faculty have not been touched
- 3-year Course Cycle
  - Math, Bio and some Computers have been done
  - Needs separate email
- Course SLOs Review and Revise
- Academic Senate Resolutions
  - Two resolutions passed
    - affirming 3 year cycle
    - Data from SLOs will not be used in faculty evaluations
- Workshops
  - Low attendance

| **Action items**: | **Person Responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC:  Mission/Purpose Statements

**Discussion**:
- Raelene & Lindsay started draft
- Draft was sent out to group in advance of meeting
- Question about letting go of "transformational learning"
- Proposed statement will replace current verbiage on SLO website
- Need to add users to edit SLO webpage
- Proposed statement approved

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC:  SLO Handbook

**Discussion**:
- No updates
- Continue in the Fall

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC:  Fall FLEX Day

**Discussion**:
- Erin & Wendy met with Angie
- Will be focused on eLumen
- Raelene and Lindsay worked out possible schedule
- Assessing SLOs in the Fall – train faculty
- Some may need to finish SLO summary reports
- Finalize 3 year cycle
- Plan for areas with no F/T faculty
- Adjuncts don't have access to the tool
- SLO workgroup can approve SLOs and report out to Senate Council

| **Action items**: | **Person Responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC:  Fall Meetings Days/Times

**Discussion**:
- Schedule discussion
- Plan is to continue every two weeks
- Wednesdays at 3pm – every 2 weeks – start second week of school – M M/P
- Invite – Associate Dean & up, Rick Rivera, plus current workgroup
- Look for 3rd mentor for the Fall (perhaps Matt Fox)
- 

| **Action items**: Schedule meetings for the year | **Person responsible**: Michelle | **Deadline** |
|---|---|---|

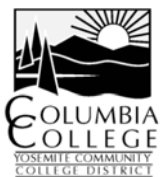| TOPIC:  Other | | |
|---|---|---|
| **Discussion**: <br> • Request for everyone to take Accreditation Basics <br> • Could make it part of FLEX Day | | |
| **Action items**: | **Person responsible**: | **Deadline** |

Adjournment
There being no further business, meeting adjourned at 3:55pm

Next meeting:  Wednesday, September 7th at 3pm in Manzanita Multi-Purpose Room

| | **Date: April 4, 2016** |
|---|---|
|  | **Time: 3:00 – 4:30pm** |
| **SLO Workgroup Meeting Minutes** | **Location: Manzanita Multi-Purpose Room** |

**Members Present**: Raelene Juarez, Lindsay Laney, Erin Naegle, Kathy Schultz, Diana Sunday

**Guests: None**

**Recorder: Michelle Walker**

# Agenda

1. Welcome

2. Approval of minutes from March 21, 2016

3. Updates

    a. SLO Summary Reports

    b. eLumen

    c. Workshops

4. Statement of Purpose/Mission – see attachment

5. SLO Handbook

6. Fall Meeting Day/Time

7. Other

**Next meeting:** Monday, April 18th at 3pm in Manzanita Multi-Purpose Room

# Minutes

**Approval of minutes from March 21, 2016 - TABLED**

**TOPIC: Updates**

**Discussion**:
- SLO Summary Reports
    - Still working on them
- eLumen
    - Traction – upgraded version last week
    - Revisions in eLumen
    - Coding issue approved
    - Train division secretaries to spot errors
- Workshops
    - Offering more in April on Fridays
    - First week in May – finish Summary reports
    - Review of form for faculty to review & revise their SLOs
        - Suggestions for changes
        - What happens if faculty do not turn in a form
        - Word document to be sent to  faculty
        - What can we do up front to make things easier on the back end
        - Raelene & Diana will update form to incorporate suggestions

| **Action items**: | **Person Responsible**: | **Deadline** |
|---|---|---|
| | | |

**TOPIC:  Statement of Purpose / Mission**

**Discussion**:
- Review of current Statement of Purpose
- Review of Statement of Purpose from other colleges
- Workgroup to think about ideas for Statement of Purpose/Mission and report back

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| | | |

**TOPIC:  SLO Handbook**

**Discussion**:

- Revised draft distributed and reviewed

- Add mapping explanation

- Discussion of additional revisions

- Discussion about process for the assessment of PSLOs

| Action items: | Person responsible: | Deadline |
|---|---|---|

## TOPIC: Fall Meeting Day/Time

**Discussion**:
- Typical meeting days - Monday
- Meet earlier? - Prime teaching time
- Mentors need to be a part of the Workgroup Meetings
- Discuss more and decide on days/times

| Action items: | Person Responsible: | Deadline |
|---|---|---|

## TOPIC: Other

**Discussion**:
- Request for agenda items for the last curriculum meeting of the year
- SLO workgroup has last meeting on April 18th
- Would like dedicated FLEX day for SLOs in the Fall

| Action items: | Person responsible: | Deadline |
|---|---|---|

Adjournment
There being no further business, meeting adjourned at 4:25pm

Next meeting:  Monday, April 18, 2016 at 3pm in Manzanita Multi-Purpose Room
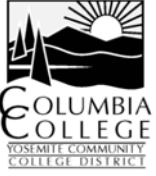
| | **Date: 3/21/16** |
|---|---|
| **SLO Workgroup Meeting Minutes** | **Time: 3:00pm**<br>**Location: Manzanita Multi-Purpose Room** |

**Members Present**:
Raelene Juarez, Wendy Griffiths-Bender, Lindsay Laney, Erin Naegle, Diana Sunday, Klaus Tenbergen, Joey Partridge

**Guests:** N/A

**Recorder:** Michelle Walker

## Agenda

1. Welcome

2. Approval of minutes from March 7, 2016

3. Updates

    a. SLO Summary Reports

    b. eLumen

    c. Professional Engagement Institute

    d. Modesto Junior College (MJC) Visit

4. MJC Academic Senate Resolutions

5. SLO Handbook

6. SLO "end-of-semester" Workshops

7. Other

# Minutes

**TOPIC:  Updates**

**Discussion**:

SLO Summary Report
- Working on getting the outstanding reports submitted
- Complete by the end of semester except the areas with no full time faculty

eLumen
- Working to get the coding updated
- Have two options
  - Angie looking for money to pay for programmers to make changes (money being set    aside, per Leslie)
  - Make basic coding changes – wait till SP17 for changes to take place

Professional Engagement Institute
- Presentation on Objectives vs. Outcomes
- Video and handout to be sent out

MJC Visit
- Raelene & Joey went to MJC and sat in on faculty  coordinator training sessions
- MJC has FT Accreditation/Process Support Specialist
  - Provides support for SLOs, Accreditation, Program Review & Curriculum
  - Main contact person for evidence on websites
  - Outcomes Assessment Workgroup is under Academic Senate
  - Need link from Senate website to SLOs

| **Action items**: | **Person Responsible**: | **Deadline** |
| --- | --- | --- |
|  |  |  |

| TOPIC: MJC Academic Senate Resolutions |
|---|

**Discussion**:
- Review of 4 resolutions submitted to MJC senate regarding SLOs
- These were reviewed last Friday in Senate Council
  - 16-B
    - 3rd "therefore" should not be included
    - Form to help prompt faculty to discuss SLOs in self-evaluation – may help to show proof with accreditation (not required in contract)
    - Discussion about including SLO results in faculty evaluations – include statement that SLO results should not be included in faculty evaluations
    - Wendy will look online for boilerplate language – rewrite & do first reading
  - 16-C
    - Program review not our purview
  - 16-F
    - 1st therefore - Every 3 years
    - 2nd therefore – strike after first fall 2016
    - 3rd therefore - Discussion about when to review program review cycle (every 3 years- Spring 2019) – SLO Workgroup review the 3 year cycle and recommendations made to Academic Senate
  - 16-D
    - Did not formally adopt – no choice or say in the decision

| Action items: | Person responsible: | Deadline |
|---|---|---|
|  |  |  |

| TOPIC: SLO Handbook |
|---|

**Discussion**:

- Review of "Who is Responsible for SLOs?"
  - Raelene to compare to information found on website
  - Insert the mission and compare the charges of the group
  - Change Assessment Support Specialist to Classified
  - SSAO and AUO should be spelled out under SLO Workgroup
  - Discussion on how program review is carried out through eLumen
  - Under Curriculum Committee – strike out last sentence ("The SLO Workgroup then adopts…)
  - Not sure what part Curriculum Committee will play in determining the quality of SLOs
  - Need to spell out program outcomes vs. program review
  - The SLO Workgroup initiate… (for PSLOs – triggered after program review)
  - Question about whether CSLOs need to be made available on website – Raelene to ask Matt Coombs – is there a way to have it in one central place?
- Review of "What is the SLO Assessment Cycle?"

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: SLO "end-of-semester" Workshops

**Discussion**:
- Designed to review and update SLOs via Word doc or Excel Spreadsheet
- Someone will input into eLumen during the summer
- Data will be dumped into CurricUNet
- Review & revise time

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: Other

**Discussion**:
- Klaus – SLOs in CTE
  - Can the software handle the extra SLOs?
  - What is the age limit? SLOs for 3 year olds?
    - At least 2 SLOs for each course.
  - When do we implement?
    - Start creating now. Save in Word doc.
  - Content is determined by instructor – SLO should be a part of the course description?
    - Yes (can use surveys at the end of class)
    - Come up with a generic outcome that would fit many classes
    - What do we want the student to know, be or do at the conclusion of the course?
  - Need to change application form
  - Evaluations are not required, presently, at the end of courses
    - Develop short questionnaire to measure outcome
  - Discussion about whether or not to include Community Ed in eLumen or keep it separate
- Erin – Biology classes
  - 97s, 99s & 199s are being pulled from 1 year cycle
    - Independent study & work experience evaluated when they are used
  - ISLOs need to be on SLO Workgroup page
  - Statement of Purpose
- SLO coordinator and mentors should have access to SLO website
- Field trip courses are being treated the same as others

| Action items: | Person responsible: | Deadline |
|---|---|---|
| Request access to SLO website for Raelene, Erin & Wendy | Michelle | Next mtg |

Adjournment
There being no further business, meeting adjourned at 4:39pm

Next meeting: Monday, April 4, 2016 at 3pm in the Manzanita Multi-Purpose Room
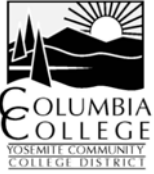
| | **Date:  March 7, 2016** |
|---|---|
| **SLO Workgroup**<br>**Meeting Minutes** | **Time:  3pm**<br>**Location:  Manzanita Multi-Purpose Room** |

**Members Present**:
Raelene Juarez, Erin Naegle, Margo Guzman, Joey Partridge, Klaus Tenbergen, Lahna VonEpps, Nate Rien, Brandon Price, Lindsay Laney, Kathy Schultz, Diana Sunday

**Guests:**

**Recorder: Michelle Walker**

**Agenda**

1. Welcome
2. Approval of minutes from February 8 & February 22, 2016
3. Infrastructure/Personnel Support
4. eLumen Update
5. eLumen Workshops
6. SLO Course Planning Calendar
7. SLO Handbook (pages 1-2)
8. Outcomes vs. Objectives
9. MJC Training Session on March 11
10. SLO Summary Reports
11. Other

| Minutes |
|---|

| Approval of minutes from February 8, 2016 and February 22, 2016 |
|---|

| TOPIC:  Infrastructure/Personnel Support |
|---|

**Discussion**:
- For the implementation of eLumen
- To continue with cycle
- Nothing to report out
- Duties could be outside of scope of SLO coordinator
- Will stay on agenda until we know what it entails.

| Action items: | Person Responsible: | Deadline |
|---|---|---|

| TOPIC:  eLumen Update |
|---|

**Discussion**:
- Test site is getting refreshed
- Hopefully will have by the end of March
- Hinging on being able to update department and division codes
- Bringing division and depart codes into alignment
- Waiting for IT to weigh in on ramifications
- Once we go live we cannot change it
- Datatel is the issue
- We will have a decision made by next meeting.

| Action items: | Person responsible: | Deadline |
|---|---|---|

| TOPIC:  eLumen Workshops |
|---|

**Discussion**:
- Tentative workshop for March & April
- Dividing courses into thirds
- Info sent to faculty
- Friday, Raelene going to MJCs training session
- Meeting afterward – coordinator training
- Previewed video to be sent out to campus – outcomes vs. objectives
- Video needs to be added to accreditation site
- Present subject at PEI
- Workshops on how to log in to eLumen, how to update course SLOs, how to pick a rubric, adding course data, review of eLumen

| Action items: | Person responsible: | Deadline |
|---|---|---|

## TOPIC: SLO Course Planning Calendar

**Discussion**:

- Reviewed course planning calendar
- 97 – work experience 99- independent study – not used all the time - should not be in the regular rotation
- Were there SLOs for them?
- Every time you use them, you have to put in SLOs - to meet the basic guideline
- Can assess more frequently, if desired
- If it is in the catalog – it has to have an SLO – according to accreditation
- If it has a course outline of record, it has to have an SLO
- Our first priority before the semester ends, have eLumen up and running
- Every department needs to look at the 3 year plan and give input
- Raelene will follow up with departments to get final changes
- Once schedules are in, eLumen will prompt cycle
- Course that are cross-listed – what is eLumen going to do with it?
- Need to be in the same semester to assess
- Discussion on purpose of cross-listing
- Ask eLumen if they work with anyone who have cross-listed courses and how they deal with that
- Agency courses – do we want to pull those out right now?

| **Action items**: | **Person Responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC: SLO Handbook (pages 1-2)

**Discussion**:

- Review of pages.
- Change co-curricular to non-instructional
- Micha to write up some history of SLOs
- Review of links and mapping
- Administrative unit will have PSLOs mapping to it
- Discussion regarding "stand alone" courses
- Raelene to make edits and send back out

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| | | |

## TOPIC: Outcomes vs. Objectives

**Discussion**:

- Reviewed video
- Suggestions

| **Action items**: | **Person responsible**: | **Deadline** |
|---|---|---|
| | | |

| TOPIC: MJC Training Session – March 11 | | |
|---|---|---|
| **Discussion**: <br> • Advised date/time <br> • Invitation | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC: SLO Summary Reports | | |
|---|---|---|
| **Discussion**: <br> • Reviewed summary report updates <br> • Administration would like to omit "orphan" and identify as no full time faculty representative <br> • Follow ups have started <br> • Curriculum workshop on Friday - Include SLO mentors <br> • No access off campus | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC: Other | | |
|---|---|---|
| **Discussion**: <br> • Board report – Erin – anything to be added? <br> • Ideas: approved ISLOs, revamped SLO workgroup, trying to get online with eLumen – very close, 3 year cycle <br> • Need additional resources to sustain eLumen <br> • Curriculum as an example for how it continually works <br> • Need to be specific about what might not be covered by 60% reassigned (40 coordinator, 10 for each mentor) and what still needs to be done <br> • Administrative and technical responsibilities <br> • Unseen workload and not replacing individuals <br> • Refer to Debbie Partridge about classified rift. <br> • Accreditation visit – Wendy – commissions – SLO, program reviews, financial solvency <br> • Napa Valley's report from team visit is online. | | |
| **Action items**: | **Person responsible**: | **Deadline** |

Adjournment
There being no further business, meeting adjourned at 4:27pm

Next meeting: Monday, March 21st at 3pm in Manzanita Multi-Purpose Room
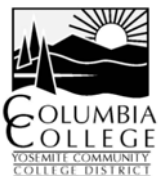
| | **Date: Monday, February 22, 2016** |
|---|---|
| COLUMBIA COLLEGE YOSEMITE COMMUNITY COLLEGE DISTRICT **SLO Workgroup Meeting Minutes** | **Time: 3:00pm** **Location: Manzanita Multi-Purpose Room** |

**Members Present**:  Raelene Juarez, Kathy Schultz, Lindsay Laney, Joey Partridge, Diana Sunday, Erin Naegle, Wendy Griffiths-Bender

**Guests:**  None

**Recorder:**  Michelle Walker

# Agenda

1. Welcome

2. Approval of minutes from February 8, 2016

3. Data Steward Training

4. SLO Summary Reports

5. PSLOs

6. YFA/eLumen – Guidelines & Recommendations

7. Next Steps with eLumen

8. SLO Handbook

9. Other

# Minutes

## TOPIC:  Data Steward Training

**Discussion**:
- Diana, Raelene, Joey & Lindsay went to training from SLO group
- Got better idea of steps to take
- Button needs to be changed
- Raelene gave overview of training
- A couple of switches on the institutional level need to be decided on now
- Waiting on new version to come out with the planning feature
- eLumen is also adding curriculum which may eventually be used
- Canvas is connected to eLumen

| **Action items**: | **Person Responsible**: | **Deadline** |
| --- | --- | --- |
| | | |

## TOPIC:  SLO Summary Reports

**Discussion**:
- Faculty have been working on them
- Raelene will check on completion status

| **Action items**: | **Person responsible**: | **Deadline** |
| --- | --- | --- |
| Update status | Raelene | Next mtg |

## TOPIC:  PSLOs

**Discussion**:
- Wendy, Erin & Raelene to meet
- Wanted to wait for eLumen Data Steward Training
- Divisions need to make decisions
- SLO group to present to Senate
- Can put the PSLOs that we have in the catalog into eLumen the way they are and only map the ones we want
- Still need to have further discussion with CTE and A&S Deans and Senate

| **Action items**: | **Person responsible**: | **Deadline** |
| --- | --- | --- |
| | | |

| TOPIC: YFA/eLumen – Guidelines & Recommendations | | |
|---|---|---|
| **Discussion**: <ul><li>Raelene spoke with Tim Elizondo regarding YFA timeline</li><li>YFA needs the Senate to provide recommendations and guidelines to determine if this is an issue</li><li>On March 9th Wendy & Erin will meet with people from MJC about this issue</li><li>Wendy, Erin, and Raelene to have lunch at noon this Friday to discuss with Tim Elizondo</li><li>On Thursday MJC's Senate had a presentation on eLumen</li><li>Expectations have not been clearly communicated to faculty</li><li>Need to have initial discussion at a Senate meeting and give reminder of 3 year cycle</li><li>Erin to put 3 year cycle in newsletter</li><li>Faculty need a reminder of the SLO cleanup that needs to be done</li><li>Create document with guidelines for 3 year cycle that can be adopted</li><li>Evaluation of SLOs needs to be built into cycle</li></ul> | | |
| **Action items**: | **Person Responsible**: | **Deadline** |

| TOPIC: Next Steps with eLumen | | |
|---|---|---|
| **Discussion**: <ul><li>Waiting for the reset of the site</li><li>Diana and Raelene to work with Matt Coombs</li><li>Estimated by the end of March</li><li>Need support from people on campus (technical, reporting, planning, cycles) – suggest faculty</li><li>Colleges need infrastructure to be successful</li><li>Need more administrative support to make some decisions</li></ul> | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC: SLO Handbook | | |
|---|---|---|
| **Discussion**: <ul><li>Nothing new to report</li></ul> | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC: Other | | |
|---|---|---|
| **Discussion**: <ul><li>Non-credit courses – do they need to have SLOs?</li><li>SLOs are not in Ed Code or Title V – nowhere to look up</li><li>Diana has no way to know if students are succeeding in non-credit courses</li><li>Tim Elizondo is not available to come to SLO Workgroup</li><li>Erin reported that Lahna VonEpps and Rick Rivera will serve as mentors in the Fall</li><li>Erin & Raelene are continuing in the Fall</li></ul> | | |
| **Action items**: | **Person responsible**: | **Deadline** |

Adjournment
There being no further business, meeting adjourned at 4:07pm

Next meeting:  Monday, March 2nd at 3pm
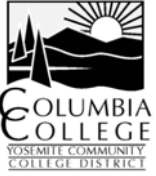
| | **Date: Monday, February 08, 2016**<br>**Time: 3:00pm**<br>**Location: Manzanita Multi-Purpose Room** |
|---|---|
| **SLO Workgroup**<br>**Meeting Minutes** | |

**Members Present**: Raelene Juarez, Leslie Buckalew, Margo Guzman, Joey Partridge, Lindsay Laney, Erin Naegle, Diana Sunday

**Guests:** None

**Recorder:** Michelle Walker

# Agenda

1. Welcome

2. Approval of minutes from January 25, 2016

3. ISLOs

4. PSLOs

5. SLO Summary Reports

6. Data Steward Training

7. SLO Handbook

8. eLumen

9. SLO Workgroup Action Plan

10. Other

# Minutes

## TOPIC: ISLOs

**Discussion**:
- College Council & Academic Senate adopted
- Ready to be put into eLumen and posted on website
- Would like to put in catalog
- One small change under breadth of subject knowledge (math & science) – quantitative reasoning

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| Email to Diana | Raelene | |
| Ensure ISLOs are put into the catalog | Leslie | |

## TOPIC: PSLOs

**Discussion**:
- Ad Hoc Committee (Raelene, Erin & Wendy
- Committee has not met yet
- Will report back next meeting

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: SLO Summary Reports

**Discussion**:
- Erin, Lindsay, Micha & Raelene are working to complete
- Number of areas that do not have full-time faculty
- Will be addressed in action plan

| Action items: | Person responsible: | Deadline |
|---|---|---|
| | | |

## TOPIC: Data Steward Training

**Discussion**:
- Friday, February 19th from 8am-5pm
- Need a room confirmation (Fir 3?)
- Needs computers for approx. 10 attendees

| Action items: | Person Responsible: | Deadline |
|---|---|---|
| Reserve room | Raelene/Margo | |

| TOPIC:  SLO Handbook | | |
|---|---|---|
| **Discussion**: <br>• Looked at MJC's handbook for ideas <br>• Suggestion that workgroup be formed for edits <br>• SLO mentors to work with Raelene to create draft <br>• A statement can be used to precede each SLO similar to what MJC does <br>• Will open up for SLO mentors <br>• Process is different for Student Services <br>• Abbreviations are in MJC handbook and can be tailored to Columbia's needs <br>• Need to consider Student Services input before approving naming system | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC:  eLumen – YFA Concern | | |
|---|---|---|
| **Discussion**: <br>• YFA is concerned about faculty using eLumen – requested faculty refrain from using – training only <br>• No direct concerns have come from faculty <br>• Will ask Tim (YFA rep) to relay any concerns and invite him to the next meeting <br>• Erin met with Jim Sahlman last week <br>• YFA would like clear faculty expectations (How often SLOs are assessed? For every section of every class?) <br>• Assessment cycle must be defined (previously 3 years) <br>• Leslie to send note to Jim Sahlman and explain what Columbia has been working on <br>• SLOs are not included in YFA contract but 10+1, Student Success, and requirements for inclusion in COR and syllabus are links | | |
| **Action items**: | **Person responsible**: | **Deadline** |

| TOPIC:  SLO Workgroup Action Plan | | |
|---|---|---|
| **Discussion**: <br>• SLO Workgroup Action Plan reviewed <br>• Everything up to entering ISLOs has been complete <br>• For PSLOs, Ad Hoc committee is exploring purpose and definition of program <br>• Concern about the quality of data after seeing some summary reports <br>• PSLOs should, ideally, be ready for program review in the fall <br>• Question about whether there is a report that can be used to pipe the SLOs into the COR <br>• Would like for the edits to be done before the end of the semester <br>• Writing down questions to give to Matt Coombs before the one day, condensed, training <br>• Question about using adjuncts to input SLOs (decided that it is unrealistic) <br>• Mentors will work with Raelene with the guidance of Senate to complete <br>• Added Teaching & Learning on Making SLOs meaningful (Feb 2 – 2 sessions – one lunch, one dinner). 30% adjuncts. Was facilitated by AWE. <br>• Will non-credit courses, including ESL, be listed in the SLO tool? HHP does not put in information for non-credit classes. | | |

| Action items:<br>Send revised action plan to Michelle | Person responsible:<br>Raelene | Deadline |
|---|---|---|

**TOPIC:  Other**

**Discussion**:
- Call went out this morning for SLO mentors in the fall (Rick Rivera and Lahna are interested)
- Will take the names to Senate Council
- Lindsay will be out in the fall and hopes to come back on in the spring
- Question about whether there may be more technical support needed for coordinator
- Should be straightforward for users
- Diana is trying to get some coding changed in Datatel so that course uploads land in the appropriate sets (changes hopefully in the next week)
- Updated Student Services in eLumen and now they want to go to the old ones so reverting to old ones. Going back to 2012-2013 SLOs.
- Need more Student Services representation at these meetings (Invite Melissa Raby and Matt Fox)
- Ideally, one mentor should be from student services.

| Action items:<br>Invite Melissa Raby and Matt Fox to meetings | Person responsible:<br>Michelle | Deadline |
|---|---|---|

Adjournment
There being no further business, meeting adjourned at 3:59pm.

Next meeting:  Monday, February 22, 2016

# Columbia College

## Student Learning Outcomes (SLO) Workgroup

## Minutes

Monday, January 25th at 3:00pm– Manzanita Multi-Purpose Room

**Committee members present:** Leslie Buckalew, Randy Barton, Raelene Juarez, Wendy Griffiths-Bender, Margo Guzman, Katherine Schultz, Joey Partridge, Diana Sunday, Erin Naegle, Brandon Price

**Recorder:** Michelle Walker

**Start time: 3:04pm**

1. Welcome

2. Review and approval of minutes from January 11, 2016

3. Institutional Student Learning Outcomes (ISLOs)

    a. Updated draft presented

        i. Raelene reviewed changes

        ii. Suggestions for more updates by College Council

        iii. Group discussed further revisions

    b. Final draft needs to be presented this Friday

4. CurricuNET

    a. Considering data dump from SLO tool into CurricuNET

        i. Need to open eLumen for updates first

    b. eLumen may have a tool that is more functional than CurricuNET

        i. Matt Coombs will present product once it's complete

    c. Clarification that SLOs should not be put in CurricuNET, but put into eLumen instead

d. It is anticipated that we should be able to start putting in SLOs into eLumen by February

e. Matt Coombs needs to be connected to Letitia so that we can make sure we have the correct format for Governet to populate our Current Course Outlines of Record with the SLO from eLumen

f. Need to make sure that the processes get appropriate approvals

    i. Identify roles of Curriculum Committee and Academic Senate

**5.** Program Student Learning Outcomes (PSLOs)/Catalog Ad Hoc Committee

a. What is our definition?

b. How to get approved by Academic Senate

c. A group has been meeting regarding the catalog

d. History of PSLOs and how they are listed in the catalog

    i. generic for department in the catalog

e. Need to identify process for making changes in the catalog going forward

f. Marc Beam would like colleges to come together in their mapping systems

**6.** SLO Summary Reports

a. Finish in February for full-time faculty

b. Process for service areas that don't have courses

    i. Raelene will send blank summary report to be filled out

    ii. Diana is taking data from Special Programs and putting them into eLumen

**7.** Data Steward Training

a. Raelene talking with Matt Coombs to coordinate

b. 2 day training (would like to condense to 1 day)

          i.   Raelene, Brandon, Diana, Margo

**8.** eLumen

    a.   Email from YFA stating that they are going into negotiations about eLumen

         i.   Workload issue

        ii.   Has encouraged faculty not to engage in tool

       iii.   Training sessions acceptable

    b.   Question regarding what MJC is doing currently (frequency, scope)

**9.** Other

    a.   Nothing reported


**Next meeting:** Monday, February 7th at 3pm in Manzanita Multi-Purpose Room

**Adjourned:** 3:58pm

# Columbia College
## Student Learning Outcomes (SLO) Workgroup
## Minutes

Monday, January 11th at 3:00pm– Manzanita Multi-Purpose Room

**Committee members present:** Leslie Buckalew, Randy Barton, Raelene Juarez, Wendy Griffiths-Bender, Margo Guzman, Katherine Schultz, Joey Partridge, Diana Sunday, Lindsay Laney, Joe Ryan, Nate Rien

**Recorder:** Michelle Walker

**Start time:** 3:08pm

1. Welcome

2. Approval of minutes from December 7, 2015

3. eLumen Update

   a. Review of Flex Day

      i. Faculty enjoyed seeing the interface

      ii. Access seems more limited for faculty than it was in test version

         1. Updates to SLOs go through Data Steward which could take too much time

            a. Idea: Create an expedited SLO update process

            b. Will there be a limit to the number of changes allowable?

         2. Faculty can still have a library of their own SLOs

         3. eLumen is built with contracts in mind to limit access to administrators

      iii. Great turn out

      iv. Leslie met with Matt & Melissa from eLumen after Flex Day presentation

         1. Melissa going on maternity leave so Matt will be main contact

         2. Data Steward training to come

            a. Need to include Brandon and Margo

b. Randy reviewed data coding

    i. Existing structure compared with proposed structure

        1. Question whether or not AAC should be listed as its own division

        2. Fixing structure so that it fits what we do on campus not just what is in Datatel

        3. Question about how to make updates in Datatel once curriculum changes are made

    ii. Timeline for completion of data coding

        1. Hoping to have it completed by tomorrow

**4.** Institutional Student Learning Outcomes (ISLOs)

a. Presented to Academic Senate last Thursday

    i. Review of timeline

b. Contacted Classified Senate and Student Senate for review

    i. Will happen at College Council for Classified Senate

    ii. No response from Student Senate

c. Raelene presented most recent draft

    i. Questions about how to assess listening and collaborating

        1. Collaborating might be considered a product of listening skills

    ii. Logical place to measure is at course level

        1. Mapped to higher levels

    iii. Question about wording changed from "should" to "will" in reference to accomplishment

        1. First sentence may not be necessary

        2. Might be explained in next several sentences

        3. Outcome is stating what a student should have

      iv. Question whether or not GELOs are necessary if they are the same as the ISLOs

      v. Data will be aggregated into four areas

         1. Courses will be able to be mapped to bullet points within the four areas

      vi. Draft will be left as-is

5. Program Student Learning Outcomes (PSLOs)

   a. Will be by department (previously by award)

      i. Question whether or not departments are clearly defined

      ii. Who is responsible?

      iii. Further breakdown by award (program) still allows data to be rolled up to department

      iv. Need to address this during Data Steward training

   b. Need to define what a program is

      i. Accreditation requirements

      ii. Previous decision was that a program is defined as an award

      iii. Wendy has training in two weeks that can hopefully provide more insight

6. SLO Workdays for Summary Reports

   a. Raelene will announce when dates are finalized

7. AWE/SLO Teaching & Learning FIG

   a. This will be done by Erin

   b. January 26th

**Adjourned:** 4:08pm

**Next meeting:** Monday, January 25th at 3pm