

ACCJC College Recommendation 1
Team Meeting Minutes
April 9, 2013, 12:00 PM – 1:00 PM, Cellar Restaurant

Members: Chris Vitelli, Kathy Sullivan, Micha Miller, Craig Johnston, Dave Chestnut, and Brandon Moore

Present: Chris Vitelli, Kathy Sullivan, Craig Johnston, Brandon Moore, and Dave Chestnut

Review minutes from previous meeting

Minutes from the previous meeting were reviewed and discussed. No changes were made.

Review Draft Response

Chris Vitelli presented the first draft of the response. The team reviewed the draft response and discussed suggested changes. Chris captured all suggested changes and will be sending a revised draft to the team for review prior to the first draft submission deadline.

There were no major suggested changes made to the first draft. The majority of suggested changes were grammatical. Some additional content was added and will be reflected in the revised draft.

Craig Johnston is still working to get the “percentage of completion” data for SLO progress from Mike Torok. He hopes to have the summary data soon.

Assign “to-do’s” for Follow Up / Evidence

As a follow-up from previous assignments, the following summarizes the progress-to-date:

- Craig Johnston is going to follow up with Dr. Buckalew to get further clarification. It is assumed that the President’s Office learning outcomes will align with the College Goals and assessments.
 - **Progress:** Craig emailed Dr. Leslie Buckalew for clarification, but has not received a response.
 - **Next Steps:** Craig is going to follow up with Dr. Buckalew again via email. Chris Vitelli will also try to talk with Dr. Buckalew about this request.
- Craig Johnston will work with Mike Torok, Brian Demoss, and the SLO Workgroup to determine the completion percentages for each stage for all courses, programs, administrative services, student support services, and library and learning support services—this data will be included in the response.
 - **Progress:** Craig has requested the information. He is waiting for a response.
 - **Next Steps:** Craig will try to schedule a meeting with Mike Torok.
- Chris Vitelli will talk with John Leamy regarding the recommended “cycle for review” for all student learning outcomes for courses and programs—the hope is to submit this for approval through College Council as soon as possible.

- **Progress:** Chris Vitelli has not followed up with John Leamy.
- **Next Steps:** Chris will send an email and try to get this on the May 16th College Council agenda. Pending approval from College Council.
- Brandon Moore is still working on checking with students to “spot check” SLO’s in various syllabi throughout campus.
 - **Progress:** Brandon completed a spot check of course SLO’s in syllabi via the web and found that several included them.
 - **Next Steps:** Brandon is still planning to bring this up at the next student government meeting and ask all the student government leaders to report back to him on how many course SLO’s are included in their syllabi. In-progress.
- Kathy Sullivan will check with the library to assess their progress and cycle of learning outcomes to-date.
 - **Progress:** Kathy did not formally meet to discuss this with the library, but was able to assess their progress via the SLO Tool. She thought they were in very good shape and continuing through the cycle of improvement.
 - **Next Steps:** Task completed.
- Dave Chestnut will check with the Gary Whitfield, Administrative Services areas, and Student Support Services to assess their progress and cycle of learning outcomes to-date.
 - **Progress:** Dave Chestnut reported that 10 of the 25 programs have completed the Program SLO Report Card. He indicated that 100% have completed identification, assessment, and analysis of their respective SLOs and 96% have completed improvement.
 - **Next Steps:** Dave is planning to work with the remaining 15 programs to complete the report card completed.
- Both Craig Johnston and Kathy Sullivan will work to get the Program SLO’s Report Card out to the campus community to provide a tool for self-assessment for each instructional program.
 - **Progress:** Craig and Kathy have scheduled four workgroup meetings to serve as a resource for faculty to complete the Program SLO Report Card. Program Report Cards are going out this week to all faculty.
 - **Next Steps:** Task completed.
- Once Draft 01 is completed with all suggested changes, Chris Vitelli will submit the draft to the VPSL no later than April 12th.

Review Timeline and Progress / Coming up...

The team reviewed all upcoming deadlines and determined we are on track:

- Submit Draft 01 to VPSL, Friday, April 12th
- Submit Draft 02 to President, Friday, April 26th
- Submit Draft to College Council, Thursday, May 16th

Next meeting: April 18, 2013, 11:30 – 1:00 PM, Cellar Restaurant