

**ACCJC College Recommendation 1**  
**Team Meeting Minutes**  
**March 28, 2013, 11:00 AM – 12:00 PM**

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

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

**Review minutes from previous meeting**

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

**Develop an outline for response to Recommendation 1**

The group reviewed Recommendation 1 and decided to use the language provided by ACCJC as the outline for the response. The following is the outline for the Recommendation 1 Response developed at the meeting:

**I. Introduction**

- a. Address and Summarize Concerns from ACCJC for Follow-up
- b. Demonstrate Continued Support of SLO's from Institution
  - i. SLO Mentors
  - ii. SLO Workgroup
  - iii. Workshops, Flex activities, etc.

**II. Completion of the Development & Assessment of SLO's**

- a. Summary of Progress
- b. Snapshot of Courses Completed and Percentages (at all stages)
- c. Snapshot of Programs Completed and Percentages (at all stages)

**III. Development and Assessment of Learning Outcomes for Administrative Services, Student Support Services, and Library and Learning Support Services**

- a. Summarize Progress
- b. Administrative Services Completions and Percentages
- c. Student Support Services Completions and Percentages
- d. Library and Learning Support Services Completions and Percentages

**IV. Results Demonstrating Improvement and Closing the Loop**

- a. Program SLO Report Card
  - i. Describe Initiative
- b. Summarize Improvement Cycle for Student Learning (Courses and Programs)
  - i. Outline Full Cycle of One Year
  - ii. Provide Examples Leading to Improvement
- c. Summarize Improvement Cycle for Administrative Services, Student Support Services, and Library Support Services

- i. Outline Full Cycle of One Year
- ii. Provide Examples Leading to Improvement
- d. Outline of Overall SLO Cycle Review for Columbia College
  - i. Program SLO's will be reviewed once every three years
  - ii. Course SLO's will be reviewed once every five years
  - iii. Other areas review cycles

**V. Conclusion**

- a. Summary
- b. Next Steps/Cycle

The above outline will be sent to the Vice President of Instruction by Friday, March 29, 2013.

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

The team discussed next steps and assigned “to do’s” for everyone on the team to follow up at the next meeting:

- Craig Johnston will follow up with the Acting President to discuss SLO's for the President's Office as well as get a better definition for “Administrative Services.”
- Brandon Moore is going to check with students to “spot check” SLO's in various syllabi throughout campus.
- Kathy Sullivan will check with the library to assess their progress and cycle of learning outcomes to-date.
- 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.
- 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.
- Chris Vitelli will finalize the draft of the outline and send to the VPSL.

**Review Timeline and Progress**

**Completion Date and**

**Key Time Points**

March 29<sup>th</sup>

April 12<sup>th</sup>

April 26

May 16<sup>th</sup>

June 21<sup>st</sup>

August 15<sup>th</sup>

August 20<sup>th</sup>

**Summary of Progress**

Outline for responses due to VPSL

1<sup>st</sup> Draft of Response to Raelene, Leslie, and John

2<sup>nd</sup> Draft of Response to President

Draft to College Council

Final Draft to President, John, and Raelene

Move for Adoption by College Council

Submit for Board Approval

**Determine Meeting Dates/Times for April (and May?)**

Chris will send out calendar invitations for the next several meetings in April. The next meeting will be April 4, 2013 from 11:30 AM – 1:00 PM.