

**Chabot College  
COMMITTEE for  
STUDENT LEARNING OUTCOMES and ASSESSMENT**

**Tuesday, May 1, 2007  
12 noon – 1 pm  
Board Room**

**Meeting Notes: DRAFT revised 5/14/07**

**Present:** Norma Ambriz, Rebecca Otto, Cindy Stubblebine, Carolyn Arnold, Cristina Ruggiero, Wayne Phillips, Norberto Ruiz, Barbara Ogman, Gloria Meads, Ron Taylor

1. Discuss *Assessment* of Student Learning Outcomes for campus  
Assessment methods, standards, and rubrics  
Carolyn handed out three sources of info on these areas.

\*\*\*\***HOMEWORK ASSIGNMENT:** review the handouts and identify the pages that you think clearly explain assessment methods, standards, and/or rubrics. We will be discussing what we like, to make sure we are all on the same page. This discussion will form the basis for talking to a few outside people about being the trainers for the faculty in August.

2. Report on meetings with Dr. Carlson  
Norma and Carolyn reported that Dr. Carlson is willing to:
  - a) let this committee recommend to Fac Senate how SLOs would be done
  - b) make sure that SLO training time is provided on convocation

3. Continuing to plan activities for Fall 2007 Convocation and semester  
(SEE UPDATE on NEXT PAGE)

\*\*\* Who will do the training? Can outside consultants train the committee?

We decided that we want an outside trainer who can also train us to assist and then give faculty support afterward. We want to talk with them first and make sure they will use our language, and will have templates that are as we want to provide. Several names were suggested – Janet Fulks, Marcy Allencraig, Jim Mitchel at CSUEB, and others. Carolyn and Barbara are going to call a few of them and ask their availability in June and August, cost, and the materials they have. Carolyn later noted that the Budget includes \$4,500 for trainers.

We realized that we need an interactive training—lecture and then practice, lecture and then practice, so we envisioned the training lasting all day. We also want to explore having it off campus to prevent any distractions. Norma will see if she can find any comfortable local places. If not, we need to use the cafeteria due to the tables for working.

Convocation day Detail: Deans are going to need to have all (major?) course outlines in their divisions copied for use by their faculty on Thursday 8/16/07.

\*\*\*\*\*UPDATE ON CONVOCATION\*\*\*\*\* as of 5/7/07

Rachel LePell and Robert Carlson agreed on a convocation schedule that included SLO training, but was not for the 6-7 hours we wanted, because two other college priorities also had to be covered: Retention/Enrollment, and Accreditation Self Study Organization. They had scheduled SLO training for Thursday afternoon for 2 hours. Norma and Carolyn met with Rachel and were able to change the SLO training time to Thursday morning, from 9 to 12, so we have 3 hours, at a time when people are more alert and can do better work.

Rachel really liked our goal of getting a draft written by the end of this training. She suggested that for some people, it will be the intro to SLOs, and they will just start writing an SLO, and for others who have SLOs already, it could be instruction on Assessment Methods and rubrics, and they could possibly get an Assessment Plan draft done in the morning. She suggested requiring a draft of something from everyone by the end of the morning. She also said we are free to go off campus if we like, so Norma is pursuing information on this option.

So now we need to decide:

- Who will do the training – outside people or us?
- What can be covered in 3 hours, and how to keep it interactive
- Whether to break into 2 groups, or give everyone instruction in everything.
- What to require them to draft by end of session
- Whether to go off-campus (\$\$\$\$?)
- Who will do the prep work during the summer?
- When to have a follow-up training and what to include?
- For what activities will we pay faculty stipends?
- Can/should adjunct faculty be included in the SLO training/writing?

4. Summer schedule [SEE ATTACHED]

Carolyn took down everyone's summer schedule.  
She will be setting up 3 meetings in June in case we need them,  
and then others may meet in July and/or August as needed.

**Next meeting:**

Tuesdays College Hour  
Board Room  
May 15, 2007

**Future agenda items:**

1. Report on meeting with Faculty Senate: alternatives to 1 course/1 discipline
2. Detailed planning activities for Fall 2007 Convocation and semester
3. Use of budget: \$4,500 for trainers/speakers; \$9,000 for faculty stipends (200 hrs @\$45/hr)
4. Overall timeline for implementing SLOACs at all levels at Chabot