

Chabot College  
Student Learning Outcomes and Assessment Committee

Minutes  
January 19, 2010  
12-12:55, Room 451L (the new IOB!)

Attendees:

<input checked="" type="checkbox"/> Carolyn Arnold	<input type="checkbox"/> Fe Baran	<input type="checkbox"/> Adrian Huang	<input type="checkbox"/> Deonne Kunkel
<input checked="" type="checkbox"/> Jennifer Lange	<input checked="" type="checkbox"/> Bruce Mayer	<input type="checkbox"/> Gloria Meads	<input type="checkbox"/> Jan Novak
<input type="checkbox"/> Rebecca Otto	<input type="checkbox"/> Norberto Ruiz	<input type="checkbox"/> Harjot Sawhney	<input type="checkbox"/> Patricia Shannon
<input type="checkbox"/> Michelle Sherry	<input checked="" type="checkbox"/> Steven Small	<input type="checkbox"/> Linda Swanson	<input checked="" type="checkbox"/> Carole Splendore

Chair: Carole Splendore

Note Taker: Carolyn Arnold

- The meeting began at 12:10.
- The agenda was reviewed.
- Those present reviewed and approved the December 1, 2009 minutes, pending any edits by others later. Carolyn abstained since she was not at that meeting.
- Flex Day discussion. The group discussed various aspects of the three flex days scheduled for Spring 2010, what was needed to be done on SLOs this semester, and how to present it to the faculty and support them to do it. This discussion resulted in the following next steps and ideas:
  - 1) Need to clarify the planning of the 3 flex days – would they all be like Feb (a smorgasbord) or would March and April be dedicated to program review and SLOs? Carole will discuss this with George Railey. This group thought that various SLO discussion/training opportunities should be offered in Feb, while March was probably needed for program review, and so then April could be used for SLOs.
  - 2) Decide how to present to the faculty what needs to be done in Spring 2010. Bruce started drawing a flow chart that provides the SLO overview. Our goals for Feb flex day are:
    - a. Provide the SLO overview (SLO/assess/close the loop/revise)
    - b. Provide faculty with their current SLOs
    - c. Provide faculty their eLumen results (25% have assessed/entered)
    - d. Provide time for and model how to close the gap (talk with others teaching the same course, etc)

- e. Show faculty how to create an SLO schedule for their courses that shows which semesters to assess, close the loop, and pause for each course, cycling through all the courses.
- 3) Faculty fall into about 3 groups for Fall Flex day purposes:
    - a. Those who have assessed/entered into eLumen and are ready to close the loop – they need discussion time in Feb or April.
    - b. Those who have not assessed – need training and guidance to do the assessment in Spr 2010. For these, eLumen can come later, in April.
    - c. Those who are against it all and either doing it their own way or not at all – Need to know what to do with this group
  - 4) Need for an immediate planning meeting about these detail issues:
    - a. What options for sampling their sections to offer faculty
    - b. Since we only asked them to do 2 sections, of their own choice, it may not be possible to follow a schedule of assessing one course each semester. We need to resolve this.

**\*\*\*\*\*NOTE: Meeting called for Thursday Jan 21<sup>st</sup> 1-3 pm, IOB room 451L.**

- 5) How to recruit and train Division Liaisons for SLO and Prog Review to lead these efforts in divisions
    - a. Recruit through deans?
    - b. Provide a meeting on Flex day?
    - c. Provide one-on-one training?
- Program Review Steering Committee progress. The President hired a consultant to finalize and clarify the Program Review process. Carole attended the December meeting to make sure that the review of SLOs was included in Program Review, and was glad to find that all in attendance agreed with that. The consultant said that we had a Cadillac process but it was too complex and had to be simplified. The result will be a simpler 3-year process that folds in course SLOs and may also drive the program SLOs.
  - Next meeting's agenda:

We will finalize any Flex Day plans.
  - The meeting was adjourned at 1 pm.