

Chabot College
Student Learning Outcomes and Assessment Committee

March 30, 2010
12-1 pm, Room 3521

Attendees:

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

Chair: Carole Splendore

Note Taker: Harjot Sawhney

The meeting began at 12:00 pm.

Meeting Minutes will be approved through email since that saves our meeting time.

The meeting was concluded at 1:00 PM with all agenda areas covered.

1. Review of Flex Day 3.19.10

Carole Splendore (Arts) gave update on Flex day activities. The division worked together on the project and later sub-division worked on CLO's/PLO's. Carole also reported the success of Flex day from music department.

Jennifer (Biology) gave update on Flex day activities. The department developed 2 PLO's (one for Biology and one for Allied Health). The schedules are also completed. The department needs to work on reviewing CLO's that match with PLO and bring adjuncts up-to-date. Biology may be ready for "closing the loop" cycle. Jennifer also reported the success of Flex day from math department.

Steve (Automobile) gave update on Flex day activities. The department developed 2 PLO's on the flex day. All the faculty members were made aware of eLumen, the assessment cycle, and that the SLO's need to be assessed. The department is working on CLO's and the assessment cycle.

Harjot (Chemistry) gave update on Flex day activities. The department developed and submitted 2 PLO's (one for major sequence and one for allied health) and all CLO's that feed into PLO. The form with assessment cycle is also completed and submitted. The department needs to work on rubrics for CLO's.

2. Review of revision to SLO / Rubric forms

Carole Splendore revised the SLO / rubric form. The “word” criteria is replaced by “SLO” It makes it easier to assign rubrics to SLOs and will save faculty’s time.

3. Plan for April Flex Day

- Remind (before the Flex day) faculty to work on CLO’s / PLO’s, if they have not finished it.
- The faculty will use Flex day time to finish writing PLO’s, CLO’s, and rubrics.
- There can be a presentation to show assessment results from classes being assessed (especially multiple sections of same class).
- Guide faculty about how to use data after we have collected it.
- Inform faculty about eLumen. Go to Course Analysis, Print discipline results. Carole, Carolyn, and George can print results and send them to appropriate department.

4. Miscellaneous

Carole Splendore’s hours: Carole now has 100 hours remaining. She has delegated responsibilities to other committee members. Her remaining hours are allocated for checking emails, especially after March Flex Day’s success, attending meetings, and planning Flex day 4.28.10, etc.

Carole wants to streamline the process of SLO committee. For example, assign a contact person (Carolyn) for SLO/ELUMEN questions; create a form for “changes” in SLO, etc.