

**Student Learning Outcomes and Assessment Cycle (SLOAC) Committee Minutes**  
**Tuesday, August 30, 2011**  
**12:00 ~ 12:55pm**  
**Rm 3521**

**PRESENT:**

- |                              |  |
|------------------------------|--|
| 1. Carolyn Arnold            | 7. Christine Park, ESL                     |
| 2. Stephen Small, Auto Tech. | 8. Jas Bhangal, Business                   |
| 3. Bruce Mayer, Engineering  | 9. Kent Uchiyama, ESL                      |
| 4. Hilal Ozdemire, ECD       | 10. Mireille Giovanola, Anthro/Social Sci. |
| 5. Barbara Daher, SOA        | 11. Felicia Tripp, Gen. Counseling         |
| 6. Adrian Huang, SOTA        |  |

**AGENDA:**

1. Welcome back and introductions
2. Status of new SLOAC chair
3. Status of eLumen – correcting the errors
4. Policy issues for SLOAC
  - o Courses on assessment schedule that are not offered
  - o Courses on assessment schedule that are only taught by adjuncts
5. Debriefing from Flex Day
  - o What was each discipline working on?
  - o How did it go?
  - o What does your discipline need next to continue?

**HANDOUTS:**

1. Agenda
2. *SLOAC Committee Assessment Policy* [available at <http://www.chabotcollege.edu/sloac/guidelines.asp>]
3. Printed email from Jennifer Lange to Adrian re: active vs. inactive course

**MINUTES:**

Meeting was called to order and led by Carolyn Arnold at 12:05pm.

1. Welcome back and introductions
  - a. Carolyn commented that she was off last semester on sabbatical; she was chairing the meeting just for today, until a chair could be found. Jennifer Lange was at the Staff Development meeting.
  - b. It was noted that as of this summer, former SLOAC chair and Learning Assessment Coordinator, Carole Splendore left Chabot for a full-time job at a college in Ohio. Everyone expressed sadness at losing Carole.
  - c. Attendees introduced each other by name, division/discipline
  - d. Attendance sheet was circulated.
  - e. Adrian volunteered to take minutes in absence of Harjot Sawhney, who has volunteered to take them regularly.
2. Status of new SLOAC chair
  - a. There was no response to campus email seeking SLOAC chair.
  - b. Carolyn explained, however, that there had been a response to the Spring 11 campus-wide email soliciting a new Learning Assessment Coordinator. As of this morning, she announced that, pending HR approval, Christine Park would be the new SLOAC chair and take on Carole's position as Learning Assessment Coordinator.
3. Status of eLumen
  - a. Carolyn stated that she is awareness of technical problems with eLumen and will be working with

Ginger to correct the errors; stated that it is a combination of data entry and/or technology error.

- b. Spring 2011 assessment deadline is Monday, September 19, 2011. This is the deadline for faculty to enter Spring 2011 assessments and all previous semesters. Then reports will be run to complete the reporting for those semesters.

#### 4. Policy issues for SLOAC

- a. The *SLOAC Committee Assessment Policy* document covers issues like how many CLOs are required per unit, but does not explicitly state how often each course should be assessed.
- b. Courses on assessment schedule that are not offered: Question was raised by Jas and clarified by Carolyn. Question 1). Since not every class in the catalogue has been offered, what's involved in designating active vs. inactive courses? What's the definition of inactive? Question 2). What is the "next year" in the 3-year cycle? Carolyn echoed faculty comments that since we don't know what's being cut and/or offered next semester, we can only define active as the current year and previous year.
  - i. Related topics generated by Question 1 [for future discussion]: Whose decision is it – the division or the Curriculum Committee? {Carolyn noted that SLOAC does not make this decision.} The group decided that active/inactive is decided by the division, and in the catalogue or not – the division and the Curriculum Committee.
  - ii. Carolyn read Jennifer Lange's emailed response to Adrian re: "active" vs. "inactive" courses. SLOAC Committee briefly discussed and was asked to vote on her suggestion to explicitly align the assessment schedules with the program review cycle: {" All active courses need to be assessed in a single program review cycle (year 1-year 3). If a course is not taught during this period then it is inactive."}. Everyone raised one's hand in full agreement with Jennifer's email, and one abstained from voting due to late arrival.  
  
\*If a course is cut after the assessment schedule is made, it cannot be assessed during that cycle.
- c. Courses on assessment schedule that are only taught by adjuncts: Carolyn stated that because of union issues, adjuncts cannot be asked or required to assess without pay.
- d. Other comments: Carolyn reiterated that she is aware of the eLumen errors and said that there will be a big effort to clean up all active courses from the master list; Nick raised the question about penalty for not assessing. This was answered below. [further discussion was raised by Felicia during last agenda item – Flex Day debriefing; see below.]

#### 5. Debriefing from Flex Day

- a. Stephen representing Automotive Tech: unable to modify or make any SLO changes on web form due to "error" message; need to remove the SLO and enter new SLOs; discipline has put in SLOs; unable to link SLOs to previous course because the new SLOs are not in eLumen – "vanishing" data; "Close the loop" form is not saving.
- b. Social Sciences: overall on target or making progress; had questions with forms; prepared SLOs, and closed the loop; Bruce in Engineering have noted that SLOs have not been captured in eLumen; Susan Sperling and VP George Railey addressed faculty's concern around the consequence of not doing SLOs and closing the loop -- no accreditation means no financial aid for our students.
- c. Liberal Arts: trying to close the loop, but not many faculty showed up to do a lot of work; printed out forms and reviewed them; not finished yet; challenge is that some while faculty they have entered the data before, they are not hired back which makes it difficult to assess and close the loop. Who's going to do it? Hilal commented that many characters cannot be entered in SLOs and rubric needs to be tailored.
- d. Felicia, General Counseling: able to check-in the assessment cycle; discussed and closed the loop in Spring; created a list of issues and questions to be address to Carolyn/SLOAC {Carolyn asked to email her the list}, mostly eLumen issues except for missing data and saving on pdf.
- e. Kent, ESL: half of the courses are closed and will close the loop on the other half next Flex Day;

however, the feeling of “so-so”, the question of fulfillment, and just a “dog and pony show” came up; wants greater simplicity and more faculty empowerment; structural tension between specific data requirement and room for meaningful professional exercise.

- f. Carolyn asked everyone, “How was the close the loop’ discussion? Did you find meaning in close the loop discussion?” Felicia answered that there were some salient, meaningful discussions and a few golden nuggets, but there wasn’t an equal balance. It was more about “measurement and streamline discussions rather than the philosophical or professional value of how to be better teachers.
- g. Carolyn noted that she will work with Ginger to resolve problems, and asked everyone to email her with a list of problems or issues.

Meeting adjourned at 12:55pm.

Notes taken by Adrian Huang and Christine Park, submitted by Christine Park, your humble ESL Faculty, and edited by Carolyn Arnold.