

**Chabot College**  
**Student Learning Outcomes and Assessment Cycle (SLOAC) Committee Minutes**  
**Tuesday, November 1, 2011**  
**12:00-12:55, Room 3521**

**Attendees:**

1. Arturo Lopez Yanez (ASL/LA)
2. Mireille Giovanola (Anthropology)
3. Susie Kahl (Arturo's Interpreter)
4. Christine Park (ESL, LA)
5. Sunshine Kirst (English)
6. Robert Yest (Math & Science)
7. Adrian Huang (SOTA)

**Agenda:**

1. Review of October 18, 2011 minutes.
2. Review of College-Wide Assessment Process DRAFT
3. Follow up on eLUMEN Upgrade Management
4. Status Update
5. Holiday Party

**Handouts:**

1. College-Wide Assessment Process DRAFT
2. October 18, 2011 Minutes
3. Closing the Loop Handout

**Chair:** Christine Park

**Note Taker:** Sunshine Kirst

**Minutes:**

1. Meeting was called to order at 12:10 pm.
2. October 18, 2011 minutes:
  - Correction: courses that “start” not “end” in 49 and 99 are experimental courses.
  - Reminders of what WASC requires you to do: It's not just assess and show data as discussed at the previous meeting. At the WASC Level II training attended by Christine, one of the Commissioners emphasized the importance of having meaningful dialogues in closing the loop and completing the assessment cycle *well* even with fewer courses/programs – *quality over quantity*.
  - Motion to approve as corrected: Moved by Aidan Huang; Seconded by Mireille Giovanola. Committee approved unanimously.
3. Christine reiterated that Trish Shannon still welcomes any comments and feedback on the *Meeting the Required College-Wide Assessment Process DRAFT*.
4. *ELUMEN Update Management Plan* (#5 on previous minutes) clarification on “major” vs. “minor” functionality change: According to Scott Vigallon, LPC's eLumen contact, major functionality changes would be any significant change in the techniques that faculty use to enter and assess SLOs and create rubrics. Minor functionality change would be any error messages, a new added report and the capacity to make a Shared Assessment “Inactive” rather than “Active” (as previously requested by Chabot). The goal is to install major upgrades between semesters and/or at the beginning or end of the semester – not during the middle.
5. *Q & A Discussion:*
  - Mireille: My concern is that we are getting DIFFERENT kinds of information.
  - Christine: That's why we're talking about the College-Wide Assessment Process. What can we do to move along the assessment process given our former constraints? WASC is not asking us to solve all the problems. The importance is to understand where we're at knowing there are exceptions, and move forward by having meaningful assessment so that we're engaging student body and faculty in the improvement of the overall education.
  - Mireille: From my perspective in Social Sciences, complaining faculty are asking to think about other ways (for the next cycle) to do assessment differently.
  - Christine: Alternative or more organic ways of assessment will be accepted as long as we can document and meet our deadline.

6. For the next meeting, Robert Yest will be taking notes (11/16)
7. Christine is still working on updating the SLOAC website. Future meeting dates will be available soon.
8. The Assessment Policy item #5 (on SLOAC website) was reiterated because disciplines where 3 or more sections require a minimum of 50% assessment has been questioned. This item is also stated on the *Meeting the Required College-Wide Assessment Process DRAFT*, and continues to be a challenge in the assessment process. A minimum of 50% of the sections will be counted as sufficient for those departments **if** all the full-time faculty members have assessed their course/s even if they're a bit low since part-time faculty are not officially required to assess. However, starting Spring 2012, part-time faculty will be required and paid to assess during the assessment cycle. Further dialogue/consideration might be needed on a case-by-case basis.
9. *Q & A Dialogue:*
  - Adrian: There are still a number of classes taught by adjunct that are not being assessed. He wanted to know if there was something we could do to make them do the assessments OUTSIDE of the required Flex Day?
  - Christine said she would like to meet with people individually who are in key positions, but she could not do so with the entire campus. Right now, all we can do is ask nicely. Two training dates have been planned for December and January. Starting Spring 2012, part-time faculty will be required and paid to assess during the assessment cycle.
  - Robert: With the revision of Assessment Policy number 3, are we going to assume that the new rules for the adjunct will be in play?
  - Christine: Once the new policy gets approved, then the new rules for the adjuncts will be in play. Christine said she and Jennifer have been looking at the big picture, and trying to figure out if we can count something as 'fully assessed' even if a certain number (i.e. 50%) has not been met.
  - Christine emphasized that it's not a WASC requirement (the 50%), so we can figure out the methods of arriving at a holistic definition of fully assessed.
  - Robert: The importance of finding the 'root cause' of a department not having their numbers high enough is necessary.
  - Robert: Should we have the proposed revisions for the assessment policy at the training dates? A positive answer was given.
10. Status Update
  - Christine is compiling a list of courses that are fully assessed (at least 50% of the sections) with Jennifer Lange.
  - Five things to consider:
    - a. Do courses have a sufficient number of SLOs?
    - b. Is the assessment plan being followed? If not, update as needed.
    - c. Do we have program level outcomes? (Moving from CLOs to PLOs)
    - d. Are the assessment data being entered? *JUNE 8th is the last date for DATA entry – not closing the loop)*
    - e. College-wide assessment as a perennial process.
11. *Q & A Dialogue*
  - Adrian: We are having difficulty in viewing our rubric from before on eLUMEN, so some people have nothing to look at.
  - Christine: We are in the process of cleaning that up. The former rubric is still there.
  - Robert: Jennifer was having me 'hide' or 'toggle off' the old rubric.
  - Christine & Robert: We don't have enough knowledge to fully answer Adrian's question about 'hidden rubric'. A consensus was made to follow-up on 'hidden rubric'.
12. The Closing the Loop handout was passed out as an FYI. Read the seven common (mis)perceptions about outcomes assessment and use them in your conversations with colleagues as the SLOAC rep.
13. Christine proposed a holiday party either on Sat, Dec. 10<sup>th</sup> or Sun, Dec. 11<sup>th</sup> at her house in Oakland. A consensus was reached to follow-up on an appropriate date for the holiday party.
14. Final Question: Arturo: When we finish all the assessments, am I still responsible for my adjunct faculty since I am a full-time faculty member? Christine: The dean will be responsible for identifying the discipline leads for each department and who will be responsible for meeting that assessment.

**Meeting adjourned at 12:55 pm**

**Minutes submitted by Sunshine Kirst and edited by Christine Park**