

**Student Learning Outcomes and Assessment Cycle (SLOAC) Committee Minutes
Tuesday, October 18, 2011**

12-12:55 pm
Rm 3521

ATTENDEES:

1. Adrian Huang, SOTA
2. Arturo Lopez Yanez, ASL/LA
3. Bruce Mayer, Engineering
4. Christine Park, ESL/LA
5. Felicia Tripp, Gen. Counseling
6. Hilal H. Ozdemir, ECD/Social Sci.
7. Jay Mumford, Real Estate/Business
8. Kent Uchiyama, ESL/LA
9. Mireille Giovanola, Anthro/Social Sci.
10. Patricia (Trish) Shannon, Title III
11. Robert Yest, Math
12. Stephen Small, Auto Tech.
13. Sunshine Kirst, English
14. Susie Kahl, Arturo's interpreter

AGENDA:

1. Welcome
2. Call of an alternate note taker
3. Review October 4, 2011 minutes
4. Minor Update on the Assessment Policy
5. eLumen Update Management Plan
6. Status on adjunct faculty involvement – Trish Shannon
7. Next SLOAC Comm. meeting date: Tue, Nov. 1, 2011

HANDOUTS:

1. Agenda
2. Minutes from October 4, 2011 Meeting
3. Meeting the College-Wide Assessment Process - Draft
4. A copy of an email from Scott Vigalon, LPC's elumen administer with *eLumen Update Management Plan*
5. A copy of the memo from ACCJC re: ACCJC Rubric for Evaluating Institutional Effectiveness
6. *Guidelines for completing the College Assessment Cycles for the 2012 Deadline*
7. *Meeting the College-Wide Assessment Process DRAFT*

Chair: Christine Park

Note taker: Felicia Tripp

MINUTES:

Meeting was called to order at 12:05 pm.

1. Welcome

- Christine welcomed everyone to the meeting.
- Introduced Trish Shannon.
- Informed the group would be running on an extra tight schedule to allow enough time for Trish's presentation.

2. Call of an alternate note taker

- Sunshine Kirst agreed to be a note taker at the next meeting on Nov. 1. 2011.

3. Review Oct. 4, 2011 minutes

- Typo of 4c - remove the extra word "during" in the first sentence.
- Committee moved to accept and approve with change in typos.
- Minutes were approved and will be submitted with correction.

4. Minor update on the assessment policy

- Tabled for next meeting.

5. eLumen update management plan – see handout

- Last Spring, Carole Splendore and Scott Vigallon, who's in charge of eLumen at LPC, decided that a plan was necessary to deal with eLumen upgrades. Since both colleges use the same server purchased by the District, both schools would need each other's consent to make any changes or updates.
- Therefore, Scott created an *eLumen Upgrade Management Plan* which was approved by the LPC's SLO Committee. He presented the plan via email to Jennifer Lange for feedback/approval from Chabot.
- Questions asked by committee members:
 - Need to clarify *minor* vs. *major* change.
 - How has this conversation happened in past? – via email b/w LPC and Chabot
 - Ex. LPC wanted to make a change mid semester, but Chabot said wait until end of semester.
- Suggestion: make changes between semesters and or at the end/beginning of new assessment cycle.
- Committee accepted LPC's *eLumen Management Plan* by default.

6. Status on adjunct faculty involvement – Trish Shannon

- See proposal details on Handout: *Meeting the College-Wide Assessment Process DRAFT*.
- Challenges after Carol Splendore left Chabot
 - What do we do when we don't have enough full time faculty to anchor a discipline?
 - Need to identify new SLOAC Chair.
 - How do we get adjunct faculty to participate in assessment when they are not required to by their contracts?
- Challenges led to major questions which became focus of proposal for today: *Meeting the College-Wide Assessment Process Draft*.
 - Key question: how do we get to and meet assessment and accreditation requirements by Dec. 2012 deadline?
 - George Railey asked: Do we have a plan in place?
- Naughty problem 1: Courses taught by adjuncts: Challenge – we don't have funding to pay them to do assessment.
- Possible solution made in proposal
 - Adjuncts cannot be required to complete additional work, but we can ask adjuncts who teach majority of sections of a course to complete a process that will meet assessment requirements in lieu of attending Flex Day activities.

- Streamline assessment process
 - Use CLOs on course outline of record.
 - Use grades in lieu of creating new methods of assessment.
 - Key questions:
 - Are there improvements you can make to your teaching?
 - Are there recommendations you can make to the COR, discipline or division?
 - Adjuncts report results in an email to address questions above and send to Division lead.
 - Division lead will collate emails from adjuncts.

- Reactions/Concerns/Suggestions regarding Proposal
 - Emails from adjuncts
 - Suggestion: make it into a form to standardize how people respond.

 - Issue: allowing adjuncts to use grades
 - If allow them to use grades for SLOs, data may be skewed because full time faculty did not use grades.
 - Challenge: Are there other ways to create an efficient system for adjuncts to complete assessment?

 - Issue: Time is needed by adjunct faculty to do streamlined assessment process.
 - 1.5 hours allowed per 3 CLOs for a class allotted for adjuncts to do process.
 - May need to pay adjuncts additional "F" hours to complete more than 3 units/hours.
 - Can we dismiss students for 1.5 hours early from class to get assessment done?
 - Can't do it in Fall 11, but we can do it for Spring 12 Flex Day.

 - Issue: What happens when full time faculty don't do assessment?
 - Use program review to see if full time faculty is completing assessment and closing the loop.
 - Deans and administration will review program review docs; if assessment info is not done, they will take action.

 - New Process for full time and adjunct faculty with assessment: Program Review – will contain all assessment and closing the loop information going forward.
 - Program Review will be due in early March 9, 2012.
 - June 8, 2012 is the deadline for data entry to eLumen for Spring 2012.

 - Issue: How to encourage adjuncts to participate in Flex Fay.
 - If adjuncts don't teach during flex day, can't require them to come to Flex Day training.
 - Suggested solution: hold a lunch and invite them ☺.

- Explanation and Review of Overall Proposal
 - Review schedule of assessment outlined from Dec. 2012 to Oct. 2011 (working backwards).
 - Key immediate next steps
 - Must identify discipline lead for each discipline to coordinate communication.
 - Full time faculty could be asked to be discipline lead for a discipline other than their own.

- Responsibilities.
 - Communicate with adjuncts.
 - Take information from emails and aggregate.
 - Distribute the information back to the adjuncts for comments.
 - Pass the information on to all the Deans.
- SLOAC Comm. members request electronic version of proposal draft for further review.
- Suggestion: identify courses that are using basic assessment process in accreditation report.
- Reminders of what WASC requires you to do:
 - Assess.
 - Show data.
- Points for further clarification from committee
 - Point for clarification with adjuncts – make Flex universal – apply only to adjuncts – equal to 1.5 “F” hours.
 - Confusion over Flex Day and when adjuncts are expected to come or to teach class.
- Other key questions and items regarding proposal and assessment from committee
 - What happens when adjuncts had a class last year, but not taught this year?
 - Possible answer: Can’t get data from past; assess class in future; will need to explain to accreditation committee.
 - eLumen – What do you do when you enter data at end of semester, but student has dropped?
 - Future question for Jennifer.
 - In the meanwhile, don’t put scores in for student.
- Clarification: Courses that end in 49 and 99 are experimental courses that are not in catalog and we don’t need to assess them because they are not technically in the catalog.
- Notification: Will need rationale for courses that are not assessed.
- Questions for SLOAC Committee to consider as they help implement this new procedure for adjunct faculty.
 - How will we handle full timers who want to use basic assessment going forward?
 - Need to stress it’s not what we want in future – not good practice.
 - Need to do this to keep accreditation.
- Reminder to selves (SLOAC)/action item: Kent brought up the issue of revisiting the basic assessment process after meeting deadline.
 - Redesign assessment for long term; key question: what would be a more meaningful process for future?
 - Suggestion: seek feedback on assessment process from colleagues
 - Poll faculty who don’t like assessment
 - Seek suggestions of other ways to conduct assessment
 - Plan revised process for future cycle after we meet current deadline

Meeting adjourned at 12:55pm.

Minutes submitted by Felicia Tripp and reviewed by Christine Park