

Chabot College
Student Learning Outcomes and Assessment Committee
September 20, 2011
12 -12:55 pm, Room 3521

Attendees:

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| 1. Mireille Giovanola, Anthro/Soc. Sci. | 6. Carolyn Arnold, Institutional Research |
| 2. Kent Uchiyama, ESL/LA | 7. Harjot Sawhney, Sci&Math |
| 3. Christine Park, ESL/LA | 8. Jay Mumford, Real Estate/Business |
| 4. Sunshine Kirst, Language Arts | 9. Felicia Tripp, Counseling |
| 5. Stephen Small, Auto Tech | 10. Deonne Konkel, English |

Chair: Carolyn Arnold

Note Taker: Harjot Sawhney

The meeting began at 12:00 pm.

Agenda:

1. Welcome and re-introductions
2. Role of the LAC
3. Review 9/6/11 minutes
4. What does it mean to be “fully assessed”?
5. Status updates from disciplines/divisions
6. Future SLOA Comm. Meeting Dates (1st, 3rd, & 5th Tuesday) in Room 3521 from 2:00 – 12:50 PM:
 - o October: 10/4, 10/18
 - o November: 11/1, 11/15, 11/29
 - o December: 12/6

Handouts:

1. Agenda
2. SLOAC committee 9/6/11 minutes
3. Guidelines for completing the College Assessment Cycles for the 2012 Deadline

Minutes:

1. Welcome and re-introductions
 - a. Carolyn followed the agenda strictly. She welcomed the new chair, Christine Park and introduced her to the committee members. Carolyn encouraged all the members to introduce to each other and to the new chair.
 - b. Carolyn, Trish, and Jennifer wrote the handout “Guidelines for completing the College Assessment Cycles for the 2012 Deadline.” New members can attend WASC training I, if it is local. The first conference is in Long Beach. Only the chair, Christine Park, will go. The second conference is in UC Berkeley.
2. Role of the LAC: Chair the SLOAC Committee and assist the faculty/college in closing the loop at course, program and institutional level so as to fulfill the accreditation. Jennifer Lange will assist the faculty with the eLUMEN clean up for this semester.
3. Review of 9/6/11 minutes
 - a. Christine will update the minutes and enter into the web.
 - b. All approved the minutes as edited.

4. What does it mean to be “fully assessed”?
 - a. Fully assessed means to close the loop. In response to one of the faculty’s question about fully assessed, minimums of 3 SLOs are needed for courses that have 3 or more units. Per our Assessment Policy, we should have the right number of SLOs by Spring 2012.

5. Status updates from disciplines/divisions
 - a. Steve talked about a case when an instructor had taught a course in previous years and had not entered the data in eLUMEN and is not teaching anymore.
 - b. Steve also talked about SLO’s in experimental courses 99.
 - c. Felicia gave update on SLO’s on counseling and that went smooth.
 - d. Ken commented that their department has closed the loop for half of the courses.
 - e. According to Deonne, English department finished all closing the loops forms.
 - f. Harjot commented that in Chemistry department, all the full-time faculty has entered SLO date into eLUMEN. They only had 1 SLO per course and had started implementing SLO’s since Fall09. Now, they will work on writing additional SLO’s per course.
 - g. One suggestion was that we should look into schedule for SLO as a department. If a course had not been assessed yet, assess it in Fall11 and close the loop in Spring12.
 - h. There was a question that if a person does not assess SLO, would the discipline be responsible for it? Carolyn suggested that this is a good question for George and Jennifer.
 - i. Mireille commented that there is only one full-time anthro faculty who has assessed SLO data. They cannot force the adjuncts to implement SLO in their teachings. Carolyn suggested that we cannot require adjuncts to implement SLO’s since we can not pay them although we need data.

6. Discussions
 - a. Carolyn stated that it is important for accreditation that we have to assess SLO once in 3 years. Carolyn asked the members how can we help the faculty now?
 - b. Is eLUMEN format required by accreditation? Can we find a way that more people are on board?
 - o The answer is to keep your eyes on the group John Perante is starting. He will be doing qualitative way (holistic approach) of assessing (home grown) that will be alternative to eLUMEN.
 - o eLUMEN was the easiest way of record keeping (common platform) and it was the cheapest to buy. Our sister college, Las Positas, was already using eLUMEN before we started using it. eLUMEN is not required by WASC.
 - o Narrative description for assessing SLO’s is fine too as long as it is authentic.
 - c. Can we get a report within discipline as to who assessed and who did not?
 - o Yes. Contact Jennifer. She will revise the form and send it to the faculty in Fall.
 - d. Role of SLO committee
 - o How we can best help the faculty this year and think about making it more meaningful in the future.
 - o How program review level I, II, III and copy of closing the loop form will work. Bring program review level forms to SLO meetings.
 - e. SLO had offered workshops previously to train faculty and half of the adjuncts on eLUMEN. Now, committee members will act as advisors for the faculty on SLO issues.

The meeting adjourned at 12:55 PM.