

Chabot College
Student Learning Outcomes and Assessment Committee
September 6, 2011
12 -12:55 pm, Room 3521

Attendees:

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| 1. Carolyn Arnold | 6. Felicia Tripp, Gen. Counseling |
| 2. Hilal Ozdemir, ECD | 7. Robert Yest, Math |
| 3. Barbara Daher, SOA | 8. Harjot Sawhney, Chemistry |
| 4. Adrian Huang, SOTA | 9. Deonne Konkel, English |
| 5. Mireille Giovanola, Anthro/Social Sc | |

Chair: Carolyn Arnold chaired the meeting.

Note Taker: Harjot Sawhney

The meeting began at 12:00 pm.

Agenda:

1. Welcome and re-introductions
2. Review 8/30/11 minutes
3. Framework for meeting WASC 2012 deadline
 - a. Deadline
 - b. Policy issues
 - c. Correcting errors in eLumen, webforms, table
 - d. Training for committee: WASC training II Oct 27-29
4. What disciplines need to go forward – this month, this year

Handouts:

1. Agenda
2. SLOAC committee 8/30/11 minutes
3. Completing the Assessment Cycle for 2012 Requirement

Minutes:

1. Welcome and re-introductions
 - Carolyn followed the agenda strictly. She welcomed the members and encouraged them to introduce to each other.
2. Review 8/30/11 minutes
 - It was reiterated that the deadline to enter data into ELUMEN is September 19, 2011.
 - The section 4b, Question 1: the members discussed the three year cycle. The starting point of 3-year cycle is not clear. What if, we start the cycle, but next semester the course is cut? This leads to the updating of the section 4b as follows: If a course is cut after the assessment schedule is made, it cannot be assessed during that cycle.
 - The section 5b should be written as “Social Sciences: overall on target or making progress; had questions with process and forms;”
 - Adrian will send additional update on section 5b to Carolyn.
 - All approved the minutes as edited.
3. Framework for meeting WASC 2012 deadline

- Trish and Jennifer wrote the handout “Completing the Assessment Cycle for 2012 Requirement”
- Deadline: The exact due date is not known. It is assumed to be May 2012. Once George Railey sends out the date to Carolyn, Carolyn will send out the date to deans (by Wednesday this week) and SLOAC reps can send it out to their division meetings.
- Policy issues: Ginger enters the active/inactive courses into ELUMEN.
- Correcting errors in eLumen, webforms, table: We cannot count on Webform because the position of webmaster has been eliminated due to budget cuts. ELUMEN is the best to collect SLO data. Jennifer, Robert, and Adrian have volunteered to troubleshoot ELUMEN. Carolyn can help too but has research office with no staff so is extremely busy.
- The flow should be as follow:
 - SLO reps should be the first point of contact for ELUMEN for their division.
 - SLO reps should contact Jennifer for ELUMEN issues such as missing data, incorrect rubrics, etc.
 - Both Carolyn and Jennifer can help resetting the password in ELUMEN.
- September 27th is the Flex day. The adjuncts are not paid to come to the flex day. A separate discussion is needed for the adjunct policy related to SLO’s.
- Closing the loop form in ELUMEN will become one of the forms in Program Review. Some of the questions in closing the loop form and in current program review forms are redundant although they all pertain to the learning outcomes.
- As soon as the program review form is available, we will switch from closing the loop form to program review form.
- Training for committee: WASC training II Oct 27-29
 - Veteran members of SLO committee are assumed to be trained on WASC training I by Carole Splendore. New members can attend WASC I training.
 - Christine will probably go to WASC I training in September.
 - Two people will probably go to WASC II training in October.

The meeting adjourned at 12:55 PM.