PROJECT LEARN STEERING COMMITTEE MINUTES
Thursday, September 17, 2009

Attendance: Kimberlee Messina, Nancy Chinn, Scott Rosen, Michelle Booher-Poggi, Kris Abrahamson, Eric Thompson, Dave Harris, Chris Shear, Mary Kay Rudolph, Micca Gray, and Carole Bennett.

1. Spring PDA day with a focus on SLOs. Special guests were Michelle Poggi
    and Scott Rosen.
Here are the random comments gathered from our discussion: Michelle
presented a draft schedule. The majority of attendees should be in
Petaluma. From 10 a.m. to 12 noon should be a formal training on
"Assessment." Bring in folks who have already done it to share their
successes. Deans to work with DCs to pre-determine needs. The smaller the
groups, the better. Departments should define how they are going to use the
time. KC wants to do a short presentation on the "inventory" of what is
happening at institutional level. Provide a break with student ambassadors
leading a tour, followed by a 1.5 hour lunch. Second strand can also
promote and use SLO and LAP information. Could be ALO -- Area Learning
Outcomes. KC can do workshop for non-faculty re institutional needs. Still
need alternative strand for those not relating at all to SLOs. Ask support
managers to come up with a plan as well as DCs to involvement for the day.
The message is not out there yet, so we need to be careful. Consider a
keynote after Tauzer to introduce concept of SLOs to everyone. Consider
closing campus for 1.5 hours to support SLOs. Not enough attention put to
student support; we need to put attention where need is. Cannot be a boring
program. Micca to take back to institutional outcomes as to how "everyone"
on campus can do something meaningful. Morning a.m. session in Ellis
Auditorium needs to be theatrical, fun, and positive. We need positive
reinforcement to those who are done. We need evidence of work done to show
how we have closed the loop. Students can talk about things. Committees to
plan this will be Eric, Kimberlee, KC or Micca. PDA deadline typically is
Oct 9. Kris to draft a blurb for Oct 9 deadline. Mary Kay needs to put out
an intro re the importance, etc. Use learning outcomes to model the day's
program.

2. Report from SLO Coordinators: Carole Bennett.
Carole reported working mostly at the course level. Since the email was
sent out offering services, she has stacks of work to do. She still finds
that faculty are OK at writing SLOs, but they are overwhelmed with the
curriculum processes. Many (most?) faculty do not have access to CATS as
they never attended the CATS workshop which allowed them access. Dave
Harden, for example, the new CS Department Chair, does not have access as he
never attended one of the workshops. The learning curve for CATS is steep,
and unless used frequently, it is not worth the valuable time of faculty to
re-learn it. Carole provides this service for them. She questioned who is
the resource for programs, certificate, and majors. It was clarified that
Wanda would be that person. Liko is the one to update the certificates on
the web site.

3. Reports from Nancy and Kris re pro-LEARN and Student Services; Micca for

i-LEARN.
Nancy reported that Wanda is now on the program committee and will work with anyone with questions on that. They have new tracking forms. Wanda is to do a workshop for Student Services. Micca says they are still waiting to meet. Kris A added that Lynn Dolce is tracking things on paper until we get a program for tracking. [CB: Note, is that double tracking?]

4. Communication strategy for September/October.
Wanda sent out an email about the course level project. Kris sent out an email on the status. Carole can send email on how to use MY CUBBY as a way to check the status of course outlines. Later she can send out an email with a link to her Camtasia movie on how to use FILE DEPOT.

5. Defining "regular cycle of assessment."
Quotes from the accreditation were presented. We need a definition of the terms for SRJC. A paper was distributed with concerns for us to consider. The accreditation report says, "...completion of assessment cycles for ALL course, program, and degree SLOs." Our current cycle is much too slow. We need to decide on a definition for "regular cycle of assessment."
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Confused about the course number changes for Microsoft Office courses? Use this link to help!
http://www.santarosa.edu/cis/newnumbers/categories.html

Email cbennett@santarosa.edu
Web http://online.santarosa.edu/homepage/cbennett/

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Did you know that in Marin and Sonoma, over 60 percent of the greenhouse gases come from our motor vehicles?