



**Project LEARN Steering Committee  
Thursday, November 19, 2009  
MINUTES**

Attendance (in order of attendance): Carole Bennett, Kris Abrahamson, Kimberly Messina, Eric Thompson, Wanda Burzycki, Dave Harris, Micca Gray, Nancy Chinn, K.C. Greaney, Victor Cummings, and Mary Kay Rudolph.  
Guest: Michelle Booher-Poggi of Staff Resource Center.

1. Eric reported about Academic Senate, but first had an announcement about the student government sponsored debate on Gay Marriage that is generating controversy. He reported meeting jointly with Scott Rosen and reporting to the Academic Senate about the structure of PDA day with the SLO theme. Yesterday the Academic Senate passed a resolution of support to meet our proficiency goals for SLOs.
2. KC reported about i-Learn. She presented a chart showing 683 courses and services that support the institutional SLOs, especially SLO 3a "Listen Actively and Respectfully," which ranked first with 85.9% of courses/services teaching this skill. She also presented the same SLOs as measured by self-assessment of students. She has 147 pages of supportive data. The information will be shared at PDA day.
3. Michelle provided a draft of PDA day activities for Tuesday, February 16. An "interest survey" will take place to plan better as to which campus people will want to be at. We need to ask each DC as to what he/she wants for the morning sessions; a survey will be done through KC's office. A list was shared with each department's request for activities in the afternoon.
4. Dave reported on Student Senate resolution regarding support for SLOs. Students were encouraged to put a proposal forward for the next PDA day.
5. SLO Coordinator reports. Wanda is continuing to work individually with people to clarify C-Learn. Carole reported that she provided an email of simple instructions on the steps to deactivate courses, which would help to improve the percentage of SLOs done on courses. To date over 100 courses are being de-activated. In follow up of faculty she has worked with, there seems to be a new bottleneck now with the cluster tech reviews. Thoughts to consider might be to encourage them to have a co-chair, to split into smaller clusters, and to provide them with the alternative to revise only the SLOs if there appeared to be too much re-working to do for a full

review. There was discussion about the minimum number of SLOs for a course, and there is not set number, in spite of the fact that one cluster thinks there is. Wanda was asked to send out a "Best Practices for Cluster Meetings."

6. The document "Defining a regular cycle of assessment" uses vague wording such as "regularly," "systematically," "ongoing," which need definition.

7. Kris presented a resolution to recommend e-Lumen as an SLO tracking device. The votes were 10 yes, 0 no, and 1 abstention to accept the proposal.

8. Victor reported that 16 out of 33 departments have course LAP proposals on file.

Minutes submitted by Carole Bennett