



Project LEARN Steering Committee Meeting Minutes, September 16, 2010.

In attendance: Kris Abrahamson, Carole Bennett, Wanda Burzycki, Nancy Chinn, Victor Cummings, Micca Gray, Kimberlee Messina, Julie Muzzatti, Susan Quinn, Mary Kay Rudolph, Eric Thompson, and K. C. Greaney.

Meeting called to order at 3:07 p.m. by Kris. Minutes of previous meeting of August 19, 2010 were approved.

Academic Senate: Eric presented an update. Discussion resulted regarding the direction to present to Academic Senate. Mary Kay announced confirmation from conversations with State AS regarding our direction to ask all faculty members to do SLOs and assessments.

SLO Coordinators: Wanda reported progress on visiting departments and shared handouts. Wanda is working to update web site. Carole cautioned everyone as to each step of the process becomes a burden multiplied by horrendous course numbers in some departments. The assessment form was discussed as to having it be usable and not time limited. There is a possibility that computing Services may be able to provide a tracking system. It was agreed that older forms will be acceptable.

Communications Strategy should be minimal until AS makes a decision (which is expected by October/November). Kris will be the person asking for assessment commitments by the September deadline.

PDA sessions for spring 2011. Departments are encouraged to do afternoon workshops focusing on SLO identification, inactivation, or assessments. Wanda to do an a.m. session on rubrics and assessments. K.C. to do one on Institutional outcomes. We all will be available in the afternoon.

Student Services. Susan presented a flow chart, form, and material.

Institutional Outcomes. KC presented institutional SLOs along with the assessment schedule.

“Best Practices” of committees. Kris reviewed committee best practices and found that we are following the guidelines very well.

Committee Charter. The committee will be going to College Council for charter, so there were suggested changes to our committee. The committee itself will decide who the faculty co-chair

will be. The Senate will appoint faculty to Project LEARN and one will become the Senate liaison.

Announcements. KC requested a room so that the meeting could be video-conferenced to Petaluma, as her office is there. Carole announced her positive experience being on an accreditation advisory team and wished she had done so earlier in her educational career. Kimberlee is also on the same district team in San Diego.