

Project LEARN Steering Committee Meeting Minutes, January 20, 2011

In attendance: Kris Abrahamson, Wanda Burzycki, Nancy Chinn, Victor Cummings, Micca Gray, KC Greaney, Kimberlee Messina, Julie Muzzatti, Susan Quinn, Mary Kay Rudolph, Terry Shell, Eric Thompson

The meeting was called to order at 1:07 p.m. by Kris Abrahamson, and the minutes from the November 18, 2010, meeting were approved.

Report from the Academic Senate. Eric Thompson reported that the Senate had just met the previous day and there was no specific discussion or action regarding Project LEARN activities or the resolution about SLO assessment that was passed in the Fall. However, he did request of the Senate advisory committee on email communications that the Project LEARN Steering Committee continue to have access to all DL lists. Mary Kay confirmed that as the Senate's formal recommendations were developed, access of the highest priority would be maintained.

Discussion of the Senate's resolution brought up several points:

- There was concern that Department Chairs may not yet truly understand or be able to communicate the scope of department and faculty obligations towards a regular cycle of SLO assessment.
- Some DC's are asking how to deal with full-time faculty who are resistant to incorporating SLO assessment into their classes.
- Not all faculty may be aware of the resolution and its implications because the message announcing the resolution was sent out from the Senate AA at the end of the Fall semester, and many faculty may have overlooked it.
- If the college does not seem to be making adequate progress in their assessment of SLO's, Mary Kay may request that part of Fall PDA be dedicated to department work on SLO's and assessment.

The conclusions were:

- Contract faculty who do not participate in assessment according to a department's plan are not wholly fulfilling their College Service obligation, and this should be noted in their evaluation as a "needs improvement" in that area.
- The Senate should confirm the final version of the resolution and the procedures supporting it. Terry will make sure this is on the next Senate agenda and Eric will include it in his report. College-wide communication from the Senate should follow.
- Department Chairs should be reminded that their progress as a department is reflected in their PRPP.
- No matter how great the effort, because this spring is a transitional time, most departments will not make what appears to be adequate progress on SLO's. Therefore, the Staff Development committee should go ahead and plan for a Fall PDA focus on SLO assessment.

Report from Student Services. Nancy Chinn supported the idea that the PRPP be the main vehicle for recording work on assessment. She had some concern that Student Services may need more flexibility in the implementation of SLO assessment since there are still changes personnel and functions in some of those areas. She and Susan Quinn are working on communications regarding SLO's and assessment for Student Services staff and will also provide material for the Project LEARN website. Overall, Student Services has proved to be very active and accountable in their assessment processes.

Report from SLO Coordinators. Carole Bennett was not at the meeting, but Wanda said that she and Carole had met at the end of the Fall semester to strategize on approaches to SLO assessment for the spring. Carole is continuing to help in the Curriculum Office by updating the

certificate and major websites, which has made a very positive difference. She is also tracking numbers of courses and programs that have added SLO's, and those numbers continue to go up (approximately 63% of courses have SLO's at last count). Kris added that the Curriculum Office has been granted a new staff member as well, Jeff Shaver, who will work exclusively with certificate and major proposals and revisions, including program websites, which means that SLO's for those programs will be posted.

Mary Kay said that the new Model Transfer Curriculum mandate (formerly SB 1440 and now part of Ed Code) will place new demands on all aspects of curriculum in the college. As disciplines revise or create majors to fit the 18-unit limit for Associate of Arts—Transfer (AA-T) and Associate of Sciences—Transfer (AA-S) majors, courses will need to be updated, SLO's added or revised, and websites changed accordingly. Wanda noted that some department chairs and even deans may not remember the new process for obtaining a peer-review component to the development of program SLO's through Cluster Tech Review Committees. She will remind Curriculum Committee members and Department Chairs of this step in the revision process. Kris said that SLO's for majors are seen by the Majors Review Committee, so only SLO's for revised majors need to go through Cluster Tech Review.

In her report, Wanda said that she is working with faculty on individual and group bases to help them understand that many of their existing methods of evaluation can be used for SLO assessment. She has established ongoing “drop-in” workshops once a week in the Center for New Media so that faculty have a designated time and place to get assistance in SLO assessment and curriculum work. It was suggested that the workshop be re-titled “Open SLO and Curriculum Support Sessions” to reflect that curriculum work is included and that these are not formal workshops, but one-on-one consultation. These sessions will run 3-5:00 p.m. first and third Thursdays and 10 a.m.-12 second and fourth Fridays. The first one will take place January 28.

Institutional Learning Outcomes. KC Greaney reported that at the next meeting, she will have results from the Student Services survey.

Final Review of New Assessment Process (supporting Senate Resolution). Kris presented the almost-final draft of the SLO Assessment Process that supports the Senate's resolution. She noted that she had added a first page, “Assessment Guiding Principles,” based on the Statewide Academic Senate principles. There was a discussion over a few minor revisions, but overall the document was thorough and clear. Kris will incorporate the suggested changes and send the finalized version out for last review before it goes to the Senate.

Electronic Tracking System. The group discussed ways that records of assessment—the SLO Assessment Forms—could be maintained through some sort of electronic database in order to have a more efficient, accessible, and paperless system. It was suggested that somehow this could be a part of the PRPP. Victor will talk with Scott Conrad, along with Kimberlee, Kris, and Carole, regarding ways for tracking and for making the completed assessment forms available for viewing.

Communication Strategies for January and February. Communications will come from a variety of sources.

- Eric and Terry will orchestrate the confirmation of the final language of the new assessment procedures to support the resolution was passed last Fall.
- Wanda will make an announcement about the new process and available support, as well as the SLO/Curriculum workshops, at the upcoming DCC/IM meeting.
- A campus-wide email will go out from the Senate with a link to the resolution and procedures.
- Wanda will send out a message about SLO Coordinator support and the SLO/Curriculum workshops, with follow-up emails about the sessions as needed.

- Kris will send out charts showing the college's progress towards SLO's and include a congratulatory note.
- The PDA Day announcements will include SLO and assessment-related workshops.

Institutional SLO's in the Course Outline of Record. This item will be discussed at the next meeting on February 24 (the fourth, not the third Thursday due to PDA Day on Feb. 17).

The meeting was adjourned at 2:55.

Respectfully submitted,
Wanda Burzycki