

Project LEARN Steering Committee Meeting Minutes, March 17, 2011

In attendance: Carole Bennett, Wanda Burzycki, Nancy Chinn, Victor Cummings, Micca Gray, KC Greaney, Kimberlee Messina, Eric Thompson. Guest: Mark Linford from IT.

The meeting was called to order at 1:12 p.m. by Eric Thompson, Project LEARN co-chair. The minutes from February 26, 2011, were approved with one correction.

Report from the Academic Senate. Eric Thompson said there was nothing new to report.

Report from SLO Coordinators. Carole Bennett said that she has sent out “nudging” emails to deans to help them support department chairs who have yet to submit SLO’s for certificates or majors. She has been working with Culinary Arts, Agriculture, Business Administration, and Computer Studies. She anticipates that the ratio of courses with SLO’s will change in a positive way as more are inactivated and new courses take effect. She has also been working with Mark Linford from IT on an online version of the SLO Assessment form, which could be accessible through faculty Cubbies, and perhaps other website locations as well.

Wanda Burzycki has been meeting with individual faculty members whose work on SLO’s and assessment has a significant impact on their departments. She expressed concern that since Linda Johns, the AA for Kris’s office, had retired, there was no one who could update the Project LEARN website. She will investigate with IT if she could either be trained in that website program or create a new website as part of her project for the WASC Assessment Leadership Academy that she will participate in this year.

Online SLO Assessment Forms and Tracking. Carole has been working with IT to develop an online SLO Assessment Form and a method for recording and tracking assessments electronically. She invited Mark Linford, Internet Services Specialist, to the meeting to introduce the form they have been working on. There was discussion about piloting the form with at least two departments this spring (one “techie” and one not so techie), but because of the many projects currently being undertaken by IT staff, and because some training time may be needed for faculty, it became apparent that it would be better to launch the pilot in the fall.

The group discussed aspects of the form that Mark presented, including:

How Sharepoint would allow for the online workflow

The degree to which the form would be accessible for peer, administrative, and accreditation review

The need for the submitter’s email address

A drop down menu for course SLO’s (possible for courses, but not for programs)

How to represent evidence that a department reviewed and discussed assessment results and, if needed, used the results to plan for changes in curricula and/or teaching or assessment methods

After some discussion, it was decided that the department should have some control about who looks at the form and when. This could possibly be accomplished by a drop-down menu of reviewers. Mark demonstrated how access privileges could be listed and sorted.

There was also discussion about exactly what kind of information was needed in each section of the form, especially in boxes 4, 5, and 6, which call for results, conclusions, dialogue, and plans for follow-up, if needed. Also, the form does not reflect exactly how it might be formatted to reflect assessments by Student Services. Nancy will work with S.S. staff to come up with something similar but appropriate to assessment in those areas.

It was suggested that someone could practice with the new version of the form by transferring the information from an older, completed form (in its Word document format).

Communication Strategies for April. Wanda will continue to announce via email the Open SLO/Curriculum Support Sessions. The emails have also been a good way to remind faculty to contact her if they need help. She has also submitted a proposal for PDA Day for a workshop called, "What's New with Assessment?" This workshop could include an introduction to the new form, if it was ready.

Most of the meeting was taken up with Mark's presentation, and the group thanked him and Carole for their excellent work on the new form of recording and tracking SLO assessment. The meeting was adjourned at 2:54.

Respectfully submitted,

Wanda Burzycki