

Project LEARN Steering Committee Meeting Minutes, April 21, 2011

In attendance: Carole Bennett, Wanda Burzycki, Nancy Chinn, Victor Cummings, Micca Gray, KC Greaney, Julie Muzzatti, Susan Quinn, Eric Thompson. Guest: Ashley Arnold.

The meeting was called to order at 1:07 p.m. by Kris Abrahamson, Project LEARN co-chair. The minutes from March 17, 2011 were approved. KC Greaney introduced her guest, Ashley Arnold, a DRD faculty member in Petaluma, who would be observing the meeting.

Report from the Academic Senate. Eric Thompson said that he would need to report on Project LEARN and progress towards SLO's at the May 4 Academic Senate meeting. There was a brief discussion to clarify that the proposed contract includes language that regular faculty will "reflect" upon Student Learning Outcomes and assessment, but that this does not necessarily mean direct participation at all times. It depends upon the department plan—for instance, a department that has completed initial assessments for most of their courses may have some semesters where not all full-time faculty need to be conducting a formal assessment.

Report from SLO Coordinators. Carole Bennett announced that at this time, 72% of courses have SLO's in their course outlines, which indicates some degree of progress. She said that she has been working closely with several CTE departments, but some are proceeding more slowly than others because completed forms seem to get lost somewhere along the way.

Wanda Burzycki said that much of her time recently has been spent assisting faculty with curriculum rather than assessments since for many courses, the results of SLO assessments depend on data from final exams or projects, and departments are focusing on curriculum deadlines. She has had some very fruitful discussions with faculty during the SLO/Curriculum Support Sessions, though fewer sessions were offered during the past month due to scheduling conflicts with the Center for New Media.

Institutional Learning Outcomes. KC Greaney said that the I-Learn group will be initiating a reconsideration of the ILO's—the college community should review the current institutional outcomes to see if they all still fit college goals. This meeting will be on April 29. At that time, there will be the final report on the information related to institutional outcomes gathered from the Student Services Survey in the fall, and this report will include a comparison of results from the most recent survey and the one previous to that. KC may have this information to share with the Project LEARN committee at the next meeting.

Communication Strategies for April/May. Kris has drafted a message to remind faculty of due dates and the submission process for SLO Assessments for both academic and Student Services departments. Since some assessments may rely on data from final exams and projects, it was decided to make the due date June 13, the first day of the summer session. Wanda will follow up that message with a reminder of the availability of SLO coordinator support for completing SLO Assessments and making curriculum deadlines. Eric will convey this information at the Academic Senate as well. It was also suggested that the reminders include congratulations to faculty for making progress in curriculum updates and to be careful not to overwhelm faculty at this moment with another deadline. Kris will send out her draft to Project LEARN and will run it by AAC as well before sending it out.

Curriculum Deadlines and Fall PDA Workshops. Those departments who have not yet reached 80% completion of their SLO/curriculum update work will be submitting to their dean a plan for accomplishing this task and will also hold a mandatory department meeting or workshop

on SLO and assessment on the afternoon of Fall PDA. Kris reported that such departments have indeed sent in their PDA proposals. Project LEARN will also hold some morning workshops—Kris will lead a workshop of program outcomes and mapping, and Wanda will hold one on assessment updates, which may include information about the new online form, among other things.

Project LEARN Website. Since Kris's former administrative assistant has retired, there is really no one who can make any changes to the Project LEARN website because the program is difficult and easy to learn quickly. She suggested that Project LEARN dedicate its remaining \$1000 to have the website design and function upgraded by Corrine Haverinen in IT. Wanda said that she herself would be interested in working on the website as well because she needs to commit to a project of institutional value for the Assessment Leadership Academy that she is participating in this year. She will investigate through IT the options for a platform that would be allow for some faculty control (rather than all information provided to the AA) and will report back at the next meeting. Either way, it was agreed that the \$1000 for Corrine's design work would be well worth the expenditure.

Finalizing Course SLO's. The group returned to the earlier discussion (see SLO Coordinator reports) of ways to streamline the SLO/curriculum update process. Simply adding SLO's to the course outlines of old courses will not address other important compliance issues, such as hour-to-unit alignment, outdated assignments, or old textbooks. When reviewing the list of courses without SLO's, it is apparent that many are in specific CTE departments.

Wanda said she had polled the Curriculum Committee members who sit on Cluster Tech Review committees about where the bottlenecks in the submission and review process occur. The main issues seem to be lack of trained classified staff support; too many adjunct faculty who do not have the time to work on courses, even if they are the only individuals teaching that particular course; regular faculty who do not know how to use CATS; and mostly, that no one has enough time when there are so many other deadlines at this time of year (PRPP, evaluations, scheduling, etc.).

Overall, there is not enough time or clerical support to move courses through the system fast enough to meet college SLO goals. It was agreed that the process could be accelerated to some extent if submitting faculty and department chairs can approve forms such as Content Reviews and Cluster Tech Review sheets via verbal agreement and email rather than physically signing them. Also, department chairs could work on course outlines, ask for feedback from adjunct faculty by a certain deadline, and then submit the COR at the deadline whether they have received a response or not. Carole and Wanda will contact individual department chairs to target areas that need extra help with input. Carole will focus on CTE areas and Wanda will contact Liberal Arts & Sciences. Kris will bring the issue up to AAC to gather any other ideas about how to handle the number of courses but maintain the integrity of the outlines. It was hoped that there will be an end-of-the-semester rush of curriculum that will help the college meet its goals.

Mechanisms for Reporting SLO Progress. Faculty, Student Services staff, and managers have asked for clarification about the tracking mechanisms for SLO assessment. It appears that there are several systems at department levels, dean levels, and the PRPP. There seems to be duplication of efforts and information. It was suggested that the PRPP be the primary reporting mechanism since it already has a table of showing progress in these areas for courses and is accessible to all once it has been finalized. The current PRPP will be open until June 1, which allows department chairs to make any updates regarding assessments or curriculum updates before the academic year ends. There was a suggestion that the PRPP include a column for re-

assessment or follow-up. Also, the group discussed if there would be a way to link SLO assessments forms to the PRPP, though these would need to be password protected since not all departments would be ready to share this information publicly. This may be achieved by posting the SLO Assessment forms through Sharepoint, which had been presented by Mark Linford at the March meeting. The committee will discuss this further at the next meeting after more information about the online form and submission process become available.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Wanda Burzycki