



Project LEARN Committee Meeting

Thursday, January 19, 2012

Present: Eric Thompson (Co-chair), Carole Bennett, Victor Cummings, Nancy Chinn, Susan Quinn, Wanda Burzycki, Micca Gray, KC Greaney (Petaluma). Minutes: Megan Lowry Reed

Item	Discussion	Follow-Up
<p>1. Information Items and Announcements</p>	<ul style="list-style-type: none"> • Eric Thompson opened the meeting saying there was nothing new to report from the Academic Senate. He will give a progress report to the Senate in early February. • Carole shared a PDF that she passed along to Mary Kay and Janet showing the forward progress, evidence that we are growing! She also shared a “SLO summary –weekly report” she was able to get off the Share Point site. She wasn’t sure if the type of report depended on the level of access you had. She accessed this report through the “alert” function in SharePoint. • The group discussed the levels of permission on the site. There was a question to what exactly was requested from the Academic Senate and what kind of access IT would be able to implement. • Wanda wanted to thank Corrine Haverinen for her amazing work on the Project LEARN site. Everyone agreed the web page looked much better. • Wanda visited De Anza College. She met with the SLO coordinator 	<p>Eric will meet with the Academic Senate and give an update.</p> <p>Megan will contact Liko to get an update on the status of security/access.</p>

	<p>and felt that our SRJC is right on track.</p> <ul style="list-style-type: none"> Wanda announced that she will be leading Measuring the Un-measurable: Using Rubrics for Assessment for PDA on February 16th. 	
<p>2. Standing Items</p>	<ul style="list-style-type: none"> Carole handed out a two-sided paper titled "ENTERING Student Learning Outcome (SLO) ASSESSMENTS". It was an A-O explanation of the steps to entering the SLO assessments. She mentioned that "c" states to enter your ID, ex: CBENNETT, if that doesn't work, use: CBENNETT@ad.santarosa.edu (obviously using your own name) Carole brought up that there are two little red stars that are required fields. There is one tricky star located on 4a, marked "other". Make sure that field has been selected; you have to unclick "other" for it to clear the red star out. Susan said was she was really looking for a column that stated what year the assessment had been completed. Not just when it was entered. It was discussed by the group that assessment is TOP PRIORITY and possibly Mary Kay could get involved to help move things along with IT. Wanda said she would post on the Project LEARN site a link to easily find the documents. Carole questioned why Accreditation Team couldn't be given a guest pass to log on. Wanda felt that the philosophy from Accreditation was that there 	<p>Carole was able to enter a column of "Academic Year" so that each FY is available to pick from.</p>

	should be easy for anyone to access. There should be simple examples attached as well.	
3. Review of current Project LEARN priorities	<ul style="list-style-type: none"> • Next meeting have Mary Kay and Kris attend. The group requested clarification on what is the next step. • Eric felt that Carole should continue to assist departments that come to her for help and/or questions. • Nancy stated that it would be good for faculty to enter the assessments in spring semester. It would help with the learning curve so they would be ready for fall semester. 	
7. Process / Assessment & Next Meeting Agenda	<ul style="list-style-type: none"> • Develop next Project LEARN agenda • Contact Liko in regards to Share Point • Invite Mary Kay to February 9th meeting • Eric will clarify from Academic Senate the parameters they would like to see in Share Point. (Levels of security) 	<p>Kris will work on the next agenda with Eric. Megan will contact Liko. Megan will ask Fran to assist.</p> <p>Eric will attend AS in early February.</p>
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Next Project LEARN meeting:
Thursday, February 9th
1:30-2:45pm
Room 526, Plover

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