

Project LEARN Steering Committee Meeting Minutes, February 9, 2012

In attendance: Kris Abrahamson, Wanda Burzycki, Nancy Chinn, Micca Gray, Eve Nighswonger, Susan Quinn, Mary Kay Rudolph, Eric Thompson.

The meeting was called to order at 1:34 p.m. by Kris Abrahamson, Project LEARN co-chair. The minutes from the January 19, 2012, meeting were approved.

Report from the Academic Senate. Eric Thompson reported on the Academic Senate's decision regarding the use of SharePoint for online assessment reporting. The Executive Committee decided that all faculty are not ready yet for a fully transparent program, so the SharePoint site should be launched with certain restrictions. Given the capabilities of IT right now, this would mean that only the submitting faculty, the department chair, and the supervising administrator, as well as the Dean III's and Vice-Presidents (for accreditation purposes), would have access and editing rights to assessment reports. The Project LEARN committee members discussed SharePoint to some degree, deciding that it would be a good idea to launch the system officially with these limitations rather than waiting for a more refined version of accessibility. A motion was made, seconded, and approved to support the Academic Senate's recommendation (as stated by Kris Abrahamson and Terry Shell).

Report from SLO Coordinators. Carole Bennett was unable to attend the meeting but submitted a report. Since the last meeting she has been working on the instructions and format of the SharePoint site, piloting both with selected faculty. She is communicating with departments regarding presentation of the site and how faculty can use it, and she hopes that it can be launched very soon. She has also continued to record progress on SLOs and assessment across departments, supporting the numbers that Kris will be sending out in her SLO updates. SRJC has made significant progress on SLOs but is still under 16% in terms of courses that have been assessed.

Wanda Burzycki reported that she completed the WASC Assessment Leadership Academy and that the SLO website, her project for the Academy, had been well received. She will add to the website examples of Program Maps so that the website can be used as a main reference for the Accreditation Midterm Report. It is hoped that enough information and examples about SRJC's progress and procedures for SLO assessment are available on the SLO website since the accreditors at this point do not want to seek information through password-protected sites. Wanda has also been working with individual faculty to help them complete their course and program SLOs. For the upcoming PDA Day, she will work with the Theatre Arts department in the afternoon to help them complete their course SLOs.

Midterm Report: Kris explained that Janet McCulloch has been writing the Midterm Report, a draft of which is available for review by Project LEARN members. Kris encouraged committee members to read it and asked that any suggestions, questions, or corrections go to her and Janet. The finalized report is due March 1.

PRPP (Program Review and Planning Process): Kris is reviewing section 4, SLO Assessments, of the PRPP to see if the prompts ask for the kind of information that will accurately reflect departments' progress regarding SLOs and Assessment. This section should be SRJC's official and primary means of recording actions towards proficiency in this area, as defined in the WASC rubric. At this point, she said, the section seems to cover the important aspects of the college's efforts.

Communications for February/March: Kris will send out a draft updating the college on progress towards SLOs and assessment. March 1 is the deadline for submitting course and program SLOs. Courses without SLOs will be subject to inactivation, and certificates and majors without SLOs will have them composed with the help of an SLO coordinator and/or dean. The college still has a way to go, but many courses, certificates, and majors are still in the curriculum pipeline.

The meeting was adjourned at 2:40. The next scheduled meeting is March 15, 2012. (*Note: The March meeting was cancelled. The next meeting will be April 19.*)

Respectfully submitted,
Wanda Burzycki