Project LEARN Steering Committee Meeting Minutes, May 17, 2012

In attendance: Kris Abrahamson, Carole Bennett, Wanda Burzycki, Nancy Chinn, Micca Gray, Eve Nighswonger, Anne O'Donnell, Susan Quinn, Eric Thompson.

The meeting was called to order at 1:08 p.m. by Kris Abrahamson, Project LEARN co-chair. The minutes from the April 19, 2012, meeting were reviewed and changed to clarify the following: *After discussion, the Project LEARN committee had decided to wait on requesting that Institutional SLOs be included in the Course Outline of Record until other aspects of the role of ILOs had been resolved.* This led to a brief discussion of how assessment might be integrated into the strategic planning that will be launched with the Fall 2012 PDA day, "Seeds of Change." Then the minutes were then approved.

Report from the Academic Senate. Eric Thompson said that the Senate is aware of the delay in officially launching SharePoint when the levels of permission have not yet been established by IT (and probably will remain a low priority with IT for awhile). In the interim, it will remain voluntary whether faculty post SLO assessment reports in SharePoint. If a department or faculty member prefers not to make the assessment report available for viewing, it may simply state, "Assessment report available in department records." However, many faculty have expressed interest in an online submission system and are not concerned with transparency.

Status of SharePoint. It was decided that Project LEARN should move forward in training faculty and staff (such as department administrative assistants) in the use of the Project LEARN SharePoint site, as long as it was clear that the reports could be viewed by anyone with an Outlook account. Training more faculty and AA's would make the documentation and use of assessment results a smoother process. Nancy reported that the SharePoint training she did for her department faculty went very well. Wanda will post Carole's directions for SharePoint on the SLO website and provide a link directly to the Project LEARN SharePoint. She will also send a message announcing these new links. The committee decided that trainings in SharePoint should be offered to faculty and AAs in the Fall.

There was some discussion about the dual efforts to record SLO assessment: through the PRPP and SharePoint. Kris clarified that the PRPP reflects the extent to which a department has assessed courses, while SharePoint shows the specific assessment reports and the department's response to the results. Ideally, maybe someday, the two systems will be more integrated.

Report from SLO Coordinators. This was Carole Bennett's last meeting, as she is retiring at the end of the semester. The committee expressed their great appreciation for Carole's contribution to the SLO effort, particularly for her careful records and all her work with IT developing and launching the SharePoint site. She reported that currently, only 349 courses out of about 1900 (about 18%) have their assessment report in SharePoint, though she has been working hard all semester to enter more of them. The committee hopes that more will appear over the summer since a number of courses may be using final exams or projects as assessments. There was a discussion about how to take assessment of courses that are not being offered out of the denominator. Could this be documented somehow in the PRPP? Many departments have courses that they cannot offer due to current restrictions, but departments are not ready to inactivate them since there may be some chance they could be returned to the schedule in the near future. But there is no way to assess them until they are scheduled. Kris said she would look into this.

Wanda said that she had been working with individual departments to help them complete course outlines with SLOs, write and submit program SLOs, and complete assessment projects. She will

work with Corrine over the summer to make updates to the website. She will also meet with the new SLO coordinator, Anne O'Donnell, to strategize about the SLO support for the 2012/2013 academic year.

The committee welcomed Anne O'Donnell of Consumer and Family Studies, who will be working as a 20% SLO Coordinator with a focus on CTE courses an programs.

Communications for May: Wanda will send out an announcement about SharePoint to all faculty. An email should also come out from Staff development regarding flex credit for faculty who have completed SLO assessment projects.

This was the last meeting of the academic year. The meeting was adjourned at 2:30. The next scheduled meeting will be September 20, 2012.

Respectfully submitted,
Wanda Burzycki