

## **Project LEARN Steering Committee Meeting Minutes, November 15, 2012**

**In attendance:** Kris Abrahamson, Wanda Burzycki, Nancy Chinn, Li Collier, Micca Gray, KC Greaney, Peggy Swearingen, Eric Thompson, John Weser.

The meeting was called to order at 1:05 p.m. by Kris Abrahamson, Project LEARN co-chair. The minutes from the October 18 meeting were approved.

**Report from the Academic Senate.** Eric Thompson reported that the idea of requiring Student Learning Outcomes to be listed in the course syllabus is still under discussion. Senate representatives are meeting with AFA for further discussion since this topic is on the Negotiations Committee agenda. Related to this, Kris reported that in the negotiations regarding job descriptions, a required degree of faculty participation in SLO assessments is still up in the air.

**Report from SLO Coordinators.** Anne and Wanda put on two SharePoint workshops. The attendees were almost exclusively administrative assistants, which may represent how departments are choosing to input their SLO assessments. Liko Puhā attended one of the workshops and, in a follow-up meeting with Anne and Wanda, made a few structural changes in the site, including making the date of Assessment input more visible. There are a number of other changes that were requested, and Liko will work on them as time allows.

Wanda presented a possible form that could be used to demonstrate the assessment of certificate or major SLOs. This form was based on the program map. After some discussion, it was determined that the form used to represent the assessment of a certificate or major, including the cumulative or “bottom up” approach, should be the same or very similar to the form used for course assessment. However, this requires some planning, so Kris will call a meeting with the two SLO representatives and Eric, who can contribute as an instructor who has assessed all courses in a major. It was also decided that the slot for an SLO workshop during the February PDA day should be used for a workshop on program assessment. It will fit under PDA day theme of “Best Practices,” i.e., “Best Practices for Assessing Majors and Certificates.”

Wanda will provide copies of a revised Word version of the SLO Assessment form (one which mirrors the SharePoint fields) at the next meeting.

The group also discussed the assessment of Institutional Learning Outcomes and how this could be accomplished, possibly through a thematic approach. Kris suggested inviting Marci Alancraig from Cabrillo College to discuss how that college handled this kind of assessment. It would be very helpful if the committee had a model of a successful assessment of Institutional Outcomes before launching one. A PDA day could be used for planning and later for discussion of what was learned.

**Communications for December.** Anne and Wanda will send out an “SLO Assessment Support” message after Thanksgiving. There was further discussion of how Institutional Learning Outcomes relate to Strategic Planning.

KC Greaney brought up the fact that while the Student Survey has provided an “in-depth snapshot” of students, we haven’t done much with the data—there has been little change in students’ responses between 2007 and 2010. There was further discussion of whether there were particular ILO-related questions we might want to include in this year’s survey, but we would first need to determine what it is we wanted to know. So at this time, it does not seem that additional questions in the Student Survey will be needed. The question also arose whether we could cross-tabulate survey or other assessment results, and, for example, filter information regarding critical thinking to learn more about the critical thinking of Basic Skills students. This might be possible, but would require careful planning.

The assessment of ILOs and certificates and majors will be continued at the next meeting, which will occur either during finals week or the first week of classes in January.

The meeting was adjourned at 2:50.