

## **Project LEARN Steering Committee Meeting Minutes, January 17, 2013**

**In attendance:** Kris Abrahamson, Wanda Burzycki, Nancy Chinn, Micca Gray, Karen Frindell Teuscher, KC Greaney, Anne O'Donnell, Eric Thompson.

The meeting was called to order at 1:06 p.m. by Kris Abrahamson, Project LEARN co-chair. The minutes from the November 15, 2012, meeting were approved.

**Report from the Academic Senate.** Eric reported that there has been no direct discussion of SLOs or assessment at the last two meetings. He commented that one topic has come up in various arenas, though, is about the accreditation mandate that SLOs appear in the syllabus of each course. There is still some controversy about this expectation, and the contract addresses this by requiring a link or directions to the Course Outline of Record, which includes the SLOs. Kris commented that Article 17, Job Descriptions, includes references to student assessment, but not SLO assessment.

**Report from SLO Coordinators.** Wanda said that she had worked with Corrine Haverinen on minor updates to the SLO website and would follow up with a few other changes within the next month. She has worked with individual departments and instructors to clarify the steps of SLO assessments. (Example: Assessment of Psych 1A comparing online and face-to-face achievement of SLOs.)

Anne has been in contact with all the CTE departments, though some have been unresponsive. She did a well-received presentation on SLOs and assessment for the Computer Sciences department. Few departments seem to be following up with SharePoint entry.

A discussion followed regarding how to ensure that the SLO assessments listed in each department's PRPP would all show up in SharePoint. Kris said that according to the PRPP data, departments are reporting far more completed assessments than what appears in SharePoint. Perhaps a deadline requiring SharePoint entries to align with PRPP reports might force departments to make this task a priority. Wanda and Anne will continue to work with departments regarding SharePoint entry.

**Communications.** A variety of topics were discussed related to Project LEARN communications.

The Fall schedule will grow again, which might provide for a more positive atmosphere and opportunities to initiate or follow through on more course assessments.

It would be helpful to have more examples of "inspiring" SLO reports. Susan said she would suggest to Ricardo Navarrete that the previous practice of sharing SLO assessment results at Student Services meetings be reinstated. Wanda and Anne will look for course examples. Overall, it appears that most SLO reports are demonstrating that students are generally achieving SLOs, or departments are just collecting baseline information across their curriculum, so there are not dramatic changes or improvements to showcase at this time. However, in all cases, it is important that departments and other groups document any discussions related to assessment.

Kris will send out a draft to the committee of the communication for February regarding updates on progress for SLOs and assessment. After the committee provides feedback, she will email the message to all staff.

**PDA Day Workshop.** There was a discussion regarding Project LEARN's PDA session, "Best Practices for Assessing Majors and Certificates." It was suggested that the SLO coordinators send out an email announcement of the session in hopes of gaining broad participation.

This led to a general discussion about assessing majors and certificates. Karen suggested that departments also assess Pathways, since many students enroll in a sequence of math, chemistry, and English courses without being majors, and it would be important to demonstrate student achievement of Pathway SLOs. It was agreed to include this concept of Pathway assessment in the PDA workshop and on the SLO website.

There was discussion about getting other faculty involved in the SLO assessment presentations. Art, Life Sciences, and Nursing were mentioned. Anne and Wanda said they would look in to this possibility. Inspirational speakers might also motivate faculty to initiate and complete more assessments or more authentic assessments.

Faculty need help in filling in the newer version of the “5-row” form, which now exactly reflects the areas required by SharePoint. If the same form is being used for both course and major/certificate/pathway assessment reporting, the display in SharePoint needs to distinguish between courses and academic programs. Wanda will put in a ticket to see if this change can be accomplished by Liko in IT.

Eric, Anne, Kris, and Wanda will meet within the next week or so to prepare for the PDA workshop. The next Project LEARN meeting will be Feb. 21, which is after PDA.

The meeting was adjourned at 2:38.

Respectfully submitted,  
Wanda Burzycki

The meeting was adjourned at 2:50.