

## **Project LEARN Steering Committee Meeting Minutes, January 17, 2014**

**In attendance:** Kris Abrahamson, Wanda Burzycki, Li Collier, Micca Gray, KC Greaney, Anne O'Donnell, Nancy Persons, Susan Quinn, Eric Thompson, John Weser, Catherine Williams.

The meeting was called to order at 1:05 p.m. by Kris Abrahamson, Project LEARN co-chair. Minutes from the Nov. 21, 2013, meeting were approved. Kris welcomed back Eric Thompson, Project LEARN member and Academic Senate liaison, from his Fall 2013 sabbatical.

**Report from the Academic Senate.** No reports to the Senate have been made over the last month.

**Report from SLO Coordinators.** Kris explained that due to the increased urgency to conduct and document course and certificate and major assessments, Anne has accepted an offer to increase her reassigned time to 40%. Wanda will be reducing her time by 10%, but Project LEARN will seek a new faculty member to take on that 10% and, ideally, move into the position as an SLO Coordinator in Fall 2014.

Anne said that she has had a good deal of interaction with departments as they mobilize to track down missing assessment reports, initiate new assessments, and plan how to assess their certificates and majors. Wanda has met with individual faculty and attended some department meetings on the same topics. Both reported that faculty are gaining a better understanding of the process, or are at least resigned to the assessment process, and the simpler the process can be, the better. It was decided that faculty should not be expected to use SharePoint unless they really want to, and that Word versions of SLO Assessment reports, using the template on the SLO website, will be adequate. Department or cluster AA's can often do the input quite quickly if they have electronic copies. Anne has been doing some herself, and she will be training the student worker in Kris's office to help with input as well.

Anne and Wanda will be leading a PDA session on Certificate and Major Assessment and will promote this workshop to chairs and program managers. They are also going to meet with Liko to see if SharePoint can be improved. It appears that in the long run, SharePoint will be the more accurate method for reflecting SLO assessment for courses, certificates, and majors, so the committee decided to use SharePoint, and not the counts in the PRPP, for the official record of progress towards assessment goals.

**Communications for February.** Kris will send out a draft of a college communication that stresses the urgency of meeting Accreditation expectations for SLO assessment. This will include the reality of our current low percentages of assessment reports on record (in SharePoint), as well as options for moving forward: having SLO coordinators meet with departments, attending the PDA workshop, and setting up pre-approved department flex workshops.

It is also important that Department Chairs locate the program maps that show how courses relate to certificate and major SLOs. These are currently housed, mostly as hard copies, in the Curriculum Office. Wanda talked with Kate Hickman in December about how to get electronic copies to post to SharePoint; they will follow up on this during the coming month.

DQP and GE SLOs. The committee reviewed a set of General Education SLOs based on the DQP outcomes. Kris simplified some of the language, changed wording to reflect the higher levels of thinking expected of SRJC students, and aligned the proposed GE SLOs with SRJC Institutional Learning Outcomes. These SLOs will be shared with the Academic Senate in March.

**Project LEARN Goals.** Due to lack of time, the goals will be discussed at the Feb. 20 meeting. This meeting was adjourned at 2:49.