

Project Learn Steering Committee
Meeting Minutes
5/18/2017

Attended: Kris Abrahamson, KC Greaney, Yolanda Garcia, Andrea Alexander

Minutes approved from April 2017 meeting.

No report from Academic Senate.

Communications in May –

- Kris will ask SLO coordinators to send out an email reminding faculty to include SLOs in their final project/exams.
- Anne sent out an email recently that had great suggestions in it.
- Kris will not be sending out any email this month as it is such a busy time for everyone.

Update on SLO progress –

- Kris sent an email to all department chairs with the progress on SLOs entered in Sharepoint. She will continue to do this once a month.
- Administrative assistants have been trained on how to enter SLO data as well.
- Most current data show that 8% of SLOs have been entered. The goal at this point was 33% so we are not meeting that goal. Kris is confident that instructors will enter data from this semester and that will bring this number up.
- Kris will ask Megan to check the numbers in June and July and send that data out as well.
- It is difficult to keep the motivation without the sense of urgency of a pending site visit. The next site visit is still 5 years away and so it is important to keep SLOs as a top priority.
- Greg Tillis has been working to enter GE and ISLOs in the Course outlines. Kris will follow up with Greg to update the language. In fall there will be a drop-down menu in the curriculum screens in the course out line of record.
- Kris will also write a summary of tasks and timeline for the committee and the new incoming dean for next year.
- Kris will also follow up on posting electronically the list of certificates/majors which is currently in paper copy only.
- This was the last SLO meeting for Kris. The committee appreciates all her dedication and leadership with SLOs over the years.

Meeting adjourned.

