

Project Learn Steering Committee
Meeting Minutes
September 21, 2017

Attended: Saeid Eidgahy, Anne Donnegan, Chris Grant, Juan Arias, Andrea Alexander, KC Greaney, Susan Quinn, John Weser, Kerry Loewen (guest Megan Lowry Reed)

Minutes of 5/18/2017 meeting approved.

Committee reviewed the function and committee membership. Committee function includes:

1. Provide a guiding vision and direction for institutionalizing student learning outcomes identification and assessment in the District, at the course, program (certificate/major), student services and institutional levels.
2. Develop and recommend an annual strategic plan for the student learning outcomes initiative to assure compliance with ACCJC accreditation standards.
3. Develop and coordinate a communication strategy for Project Learn.
4. In consultation with Staff Development, propose and coordinate an annual schedule of training activities, including chair trainings, PDA presentations and flex activities.
5. Propose an annual resource request to support student learning outcomes activities.
6. Promote cross-component dialogue between Academic Affairs and Student Services about student learning outcomes identification and assessment.
7. Coordinate District-level assessment of institutional outcomes, forming task groups as needed.

Discussed the need to formalize the structure in order to get SLOs done. SLOs are difficult to track with our current system. George and Anne need data per department so they know who to pursue for additional SLO support. We will continue with the goal of 1/6 of SLOs per year. George and Liko have made changes in Sharepoint to make it more efficient. George, Anne and Megan will continue to work with Liko on pulling data from Sharepoint. Saeid will develop a more formal plan to discuss at the next meeting. Please send ideas to Saeid.

George and Anne are continuing to go to department meetings and offer support and training on SLOs and Sharepoint. There is not any other formal schedule of training. They are getting better results going to individual departments. Anne will check in with George about possibly offering a PDA presentation in Spring as well.

For the budget, we need funds to pay adjunct for SLOs. Saeid will follow up with Mary Kay about this process and a formal budget for this committee.

Student Services program SLOs don't always fit for the course SLO model. The student services program SLO data will continue to be in the PRPP. Student services and academic affairs join together for institutional SLOs.

KC Greaney Report Review of ILOs

Institutional Learning Outcomes are not assessed directly by faculty. One way we measure ILOs is through the student survey every three years. Reviewed assessment schedule document. Survey is given every three years. KC also summarized the NSLVE report which demonstrates that SRJC students follow national voting trends. More students voted in 2016 than in 2012. Older students are more likely to vote and women are more likely to vote. SRJC students showed lower rates of being registered but of the students registered they had a higher rate of voting. Students in basic skills and mechanical courses had the lowest rates of voting while students in history, natural resources and administration of justice had the highest rates of voter turnout. We may be able to use this data to focus on civic engagement per department. Reviewed ISLO student survey data from Fall 2016.

ILOs and Course Outline of Record – KC Greaney

Last year we discussed including ILOs in the course outline of record as a way to track which ILOs were being addressed in each course. The addition in SIS of a button on the curriculum screens to identify which ILOs are addressed in each course was added this summer. The Senate and Mary Kay are currently discussing this addition. It was intended as the most expedient way to record an inventory of courses and ILOs. It does not require faculty to do any additional assessment. We do not need to use this system to track the information but we need to have some way of tracking ILO data.

Coordinator report

Anne and George are available to attend department meetings. Many departments/disciplines are showing improvement in their SLO completion rates. Discussed curriculum review and SLO completion. AA's need to continue to be trained on Sharepoint so they can support their departments in entering SLOs. Chairs do not have time to do this for their departments and it has been an obstacle for many faculty. Megan will work with George to find a way to pull data from Sharepoint for completion progress per department.

Planning for completion of SLOs

We need to establish a more formal plan for completion. It is important to keep SLOs in the awareness of Chairs and Deans by either email or DCC-IM meetings. We will be discussing the best way to do this. It was suggested that Deans can regularly check in with their department chairs about their SLO completion. It was also suggested to review the Project Learn website at a future meeting to determine any changes that need to be made.