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Project Learn Steering Committee
Meeting Minutes
November 16, 2017

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Attended: Mary Kay Rudolph, Saeid Eidgahy, Anne Donnegan, Andrea Alexander, KC Greaney, John Weser, Megan Lowry-Reed (as an observer), Kerry Loewen, Chris Grant, Smita Avasthi

Minutes from 9/21/2017 meeting approved. Meeting in October was cancelled due to the fires.

Mary Kay discussed that the midterm report due is due in October 2018. There were recommendations. The Project LEARN Committee will report the section on SLO's. Asked how SharePoint is working. Anne said there are some frustrations with the site and downloading reports on exactly how many SLO have been completed. The fires have slowed the process down, but she is hopeful that faculty will work on them towards the end of the semester. Anne reported that in her department, most full-time faculty complete two SLO's a semester. There is confusion on who does the inputting of the SLO's. Mary Kay is requesting an accurate report on what SLO's have been completed. Saeid mentioned this is what the student employee in Curriculum will be working on.

Academic Senate Report:

Smita reported that the Senate expressed concern about the Islo's being included in the course outline of record this semester. There will be an action item at an upcoming Senate meeting to remove them from the COR. KC clarified that the intention of adding them to the COR was to connect which Islo is addressed in each course without adding to the faculty workload. Currently Islo's are in the PRPP but is not a focus and is difficult to track. Historically we have wanted a simple way to track this information to review where Islo's are address without adding to faculty workload. This was discussed last spring and implemented at the beginning of fall. The Senate is concerned that it was done in isolation and without a process for faculty input. They are also concerned that adding additional information to the COR could be confusing for students. Saeid suggested developing a better mapping system for the Islo's to record where they are measured. Smita suggested reiterating to faculty the importance of SLO's beyond accreditation. Islo's are not intended to focus on only GE courses. The intention is to be addressed by ALL students. Smita will bring feedback and suggestions back from the Senate about alternatives.

Committee Website:

George updated the website yesterday. Please review and send Saeid any suggestions or feedback. https://slo.santarosa.edu/project-learn-steering-committee.

Coordinators Report:

Anne has verified the number of active courses with the chairs and distributed a chart showing how many were assessed and the percentage complete in each department. She is not sure why some are not in SharePoint as they are complete (such as math and English). Departments have a six year cycle of assessment that is in the PRPP and they are supposed to follow. Saeid will follow up with a better way for PRPP and SharePoint information to be shared. Demonstrated several search functions in SharePoint and expressed frustration with the system. Clarified that most AA's in departments are trained to enter SLO's into SharePoint but it is not a part of any job description so it is a grey area. The responsibility for input varies by department. SharePoint has been separated with current assessments (Since fall 2016) and archived assessments (prior to fall 2016). Anne suggested including the SLO # in the title with the course to help with sorting and searching. There are 187 done since Fall 2016. Anne demonstrated how to filter/sort information in SharePoint. The position for SLO coordinator for transfer majors has been filled. The CTE SLO coordinator is open beginning in spring. Mary Kay will send out a letter soliciting volunteers.

Next meeting is Thursday of finals week. Saeid will send out a confirmation of the meeting.

Meeting adjourned.