



**Project LEARN Committee Meeting**

**Date:** Thursday, March 15, 2018

1:00 to 3:00 p.m.

Plover 526 & Mahoney 726

Present: Kerry Loewen, Saeid Eidgahy, Jill Kelly-Moore, Andrea Alexander, Chris Grant, Josh Pinault

Item	Discussion	Follow-Up
Approval of Minutes (1/18/18)	<b>Minutes approved</b>	
Information Items and Announcements	<ul style="list-style-type: none"> <li>KC and Smita are at a conference and not able to attend today.</li> </ul>	
1. Academic Senate Report	<ul style="list-style-type: none"> <li>(Emailed from Smita) Due to deadlines and controversies over Guided Pathways, my February request to be on the agenda has been pushed to April 4. Because of time constraints, I may focus on the duties of SLO coordinator, as the new pedagogical role falls under Senate’s purview. The Executive team told me (but has not yet confirmed) that I can present the item on April 4 so we can vote on the endorsement on April 18.</li> </ul>	
2. Reports from SLO Coordinator  Report (Jill Kelly-Moore)  Plans for April-May and next Academic Year	<ul style="list-style-type: none"> <li>Jill sent out an email asking all faculty to stop using Sharepoint so Josh does not have to filter those assessments and transfer.</li> <li>The FormStacks software will debut at DCCIM in April.</li> <li>Jill has a list of courses and SLOs done since Fall 2015 and is meeting with chairs to follow up and discuss. She is emphasizing getting the assessments done now instead of right before accreditation.</li> <li>The questions has arisen about who is responsible for entering assessments. Chairs report that a lot of AA’s are doing this task but t is not in their job description. We need clarification of roles – who is responsible for the data entry?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Jill will discuss with chairs how to be notified when SLOs are complete so that chairs can accurately track progress on SLOs. Chairs need a way to access this information so that they can track progress.</li> <li>• Jill and Josh will go to DCCIM to demonstrate new software.</li> <li>• Mary Kary and Eric will recruit for new SLO coordinator after April Senate meeting. This position will begin in Fall 2018.</li> <li>• Jill is also offering to review program goals and SLOs to see how they are aligned and offer suggestions.</li> </ul>	
<p>3. Demonstrations – Josh Pinaula Assessment Report Form</p> <p>Assessment Data System</p>	<ul style="list-style-type: none"> <li>• Formstacks is compliant with accessibility regulations.</li> <li>• Courses and SLOs are pre-loaded so you can choose which SLO from a drop down menu.</li> <li>• This can link to SIS to auto upload SLOs in each class as changes are made through curriculum in SIS.</li> <li>• Reviewed how to filter data for reports and how to export data to a pdf to review. At this point this does not interface with PRPP.</li> <li>• Discussed that meeting the outcome is not a requirement. If the criteria is not met, faculty identify a plan for the future to address it.</li> <li>• Reviewed reports and charts available. Still determining who will have access to what information due to licensing limitations.</li> <li>• Will get feedback from chairs about the types of reports/information needed and programming needs they see.</li> <li>• Information to date from Sharepoint can be imported so that database is complete and current.</li> <li>• Discussed the name of the committee. It is called Project LEARN which stands for “Learning Enhancement through Assessment and Reflection”.</li> <li>• Meeting adjourned.</li> </ul>	

**Next Project LEARN meeting:  
Thursday, April 19  
1:30-2:45pm  
Room 526, Plover**