Moorpark SLO Committee Minutes

Tuesday, **October 20, 2015**, 1:00-2:30pm in Admin 138

POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	POSITION	NAME	PRESENT
Co-chair	Daniel Vieira	X	Child Development	Kristi Almeida		Mathematics	Christine Cole	X
Co-chair	Lisa Putnam	X	Comm Studies/Theater Arts/FTVM	John Loprieno	X	Music/Dance	James Song	
Academic Senate President	Mary Rees	X	Counseling	Traci Allen		Physics/Astronomy/Engineering	Scarlet Relle / Erik Reese	X
Dean	VACANT		English/ ESL	Ryan (D) Kenedy	X	Social Sciences	Lee Ballestero / Hugo Hernandez	LB
SLO Coordinator	Robert Wonser		Business Services	Darlene Melby	X	Student Health Center	Sharon Manakas	X
ACCESS	Sherry D'Attile		EATM	Cynthia Stringfield	X	Visual & Applied Arts/Media Arts	Lydia Etman	
Athletics	Remy McCarthy	X	Health Education/Kinesiology	Sherry Ruter		World Languages	Helga Winkler	X
Behavioral Sciences	Julie Campbell		Health Sciences	Carol Higashida	X	Curriculum Chair (non-voting)	Jerry Mansfield	
Business	Gary Quire	X	Library	Danielle Kaprelian/Mary LaBarge	X	*Student Liaison*	William Sloane	X
Chemistry/Earth Sciences	Rob Keil	X	Life Sciences	Andrew Kinkella/Jazmir Hernandez	AK	Guest	Sydney Sims	X

Agenda Item	Notes
Call to Order, Public Comments Approval of Minutes	Motion: R.Keil; 2nd S. Manakas Minutes Approved (14 yes; 0 no) Abstentions: M. Rees, D. Melby
General Education Outcomes ▪ Gap Analysis Status ▪ Recommend a process to keep our GLO Assessment Calendar on track ▪ Create form (or find draft) for programs to use to report their assessment activity to the General Education Subcommittee of Curriculum for documentation of completion.	All of our General Education Areas have indeed been assessed (Areas A-through-F). All of the work that was completed, mapping our course level student learning outcomes (CLOs) to the General Education Outcomes (GEOs), allowed us to run comprehensive reports, displaying CLO results organized by Gen Ed Area. Next step: following the approved GEO Assessment Calendar, Area E (which includes activity and health courses from Dance, CJ, Kinesiology and Health Education) is due to discuss their results this semester, and then submit evidence of their discussion to the SLO Committee in early Spring 2016; this documentation will then be forwarded to the Curriculum Subcommittee on General Education. The SLO Committee will monitor the progress of assessment, ensuring that the assessment processes stay on track based on the approved calendar. The committee discussed what should be covered during the GEO analysis/review meetings. A proposed set of questions was brainstormed; the questions will be typed and sent to the committee members so that they can then take it back to their respective programs for discussion and review. Any suggested edits or additions will be brought back the SLO Committee. In the meantime, Area E faculty will "pilot" these questions and will provide feedback on how the process worked. These questions will become the basis of our "form" that will be used to document the broad-based conversations on student learning and will also be the document that is submitted to the Curriculum Subcommittee on General Education to document the recommended validation that the assessed courses still meet the General Education Requirements, as defined by Title V (and documented in our Catalog of Classes).

	A question was raised regarding the integrity of our research methodology when assessing our GEOs -- How many students-assessments should be done? What IS an appropriate "N"? Can we bring in a Stats person to help us understand sample sizes? After further discussion on the GEO analysis/review meeting questions, it was suggested that maybe a Statistician be invited into the conversation.
Discuss Suggestions for Assessment Expectations and Timelines (Our suggestions will need to move forward to Senate when we are done) ▪ Identify Assessment Methods that are already in play. ▪ How to define assessment schedules? ▪ Where to document assessment schedules? ▪ How to monitor assessment completions? Who is responsible for this?	Tabled for next meeting.
Finalize Process for Updating SLOs in CurricUNET and TracDat ▪ How do we keep things current in both databases? ▪ What goes where? Who does what? ▪ Do we need to create a form?	Reminder: Currently faculty cannot freely update SLOs in CurricUNET without launching a full-scale updated on the COR; nor can they update TracDat due to the fact that we have it "frozen". We are still working on a long-term process that will allow easier access to update SLOs and Assessment Methods. FOR THE IMMEDIATE SOLUTION: Faculty should email Jerry Mansfield (Curriculum Co-Chair) directly when there is a need to update an SLO and/or Assessment Method. He has agreed to update CurricUNET on our behalf, and then he will forward the information to the Research Office so that TracDat and the Mapping Documents can be updated as well. We ARE still working on a more appropriate solution.
Creation of SLO measurement devices and how to interpret them. Other issues and concerns for next meeting	Tabled for next meeting.
Adjournment – 2:15 PM	

Future Meetings	Future Agenda Items	
Fall 2015: 11/17 Spring 2016: 1/19, 2/16, 3/15, 4/19	Consistency in Reporting Results and Documentation Program Level Outcomes/Best Practices General Education Learning Outcomes and Assessment Processes	

Proposed Committee Goals 2015-16

Goal	Details / Questions to Answer	Projected Mtg
Standardize Acronyms used for each level of outcome assessment processes.	• How accreditation uses the language vs. how we use the language.	September

Develop Clear Workflow for updating SLO (CurricUNET vs. TracDat vs. Mapping Sheets vs. Catalog)	• Where will faculty go to create/update SLOs for courses?
	• Where will faculty and staff go to create/update SLOs for programs?
	• How will TracDat be kept current for SLOs and Assessment Methods?
	    o Will IR be asked to maintain SLOs in TracDat?
	    o How quickly will it be updated when a change goes through CurricuNET?
	• How will mapping sheets be kept current?
	• How and where will mapping sheets be made accessible to faculty and staff?
		September

Define WHY we assess SLOs	• Identify accreditation requirements. • What does ACCJC specifically ask for?	September
Consistency in Reporting Results and Documentation	• In what form do we want the results delivered? • What would help for reporting purposes? • What are the ACCJC requirements? • How do we "package" results for ACCJC visiting team? • How will we report PLO results online for the public? • How to enter results for course outcomes that are the exact same outcome for program outcomes? • How much evidence should be collected and posted in TracDat?	
Program Level Outcomes (PLOs)	• Discuss Best Practices • Discuss the differences and similarities between PLOs and GLOs • Discuss if (and how) we should assess "majors" vs. all students when the program does not have a capstone course.	
General Education Learning Outcomes (GLOs) Assessment Processes	• Recommend a process to keep our GLO Assessment Calendar on track • Create form (or find draft) for programs to use to report their assessment activity to the General Education Subcommittee of Curriculum for documentation of completion.	October
Course Level Outcomes (CLOs)	• Continue Best Practices conversations	