Moorpark SLO Committee Minutes

Tuesday, **September 20, 2016**, 1:00-2:30pm in Admin 138

POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	POSITION	NAME	PRESENT
Co-chair	Danielle Vieira	X	Child Development/Education	Cynthia Sheaks-McGowen	X	Life Sciences	Andrew Kinkella/Jazmir Hernandez/Beth Miller	BM/AK
Co-chair	Lisa Putnam	X	Comm Studies/Theater Arts/FTVM	John Loprieno	X	Mathematics	Phil Abramoff	X
Academic Senate President	Nenagh Brown	X	Counseling	Traci Allen		Music/Dance	James Song	
Dean	Jennifer Goetz	X	Digital, Visual & Media Arts	Erika Lizee	X	Physics/Astronomy/Engineering	Scarlet Relle / Erik Reese	SR
SLO Coordinator	Katie Booth	X	English/ ESL	Ryan Kenedy	X	Social Sciences	Lee Ballestero / Hugo Hernandez	LB
ACCESS	Silva Arzunyan	X	Business Services	Darlene Melby	X	Student Health Center	Sharon Manakas	X
Athletics	Remy McCarthy	X	EATM	Brenda Woodhouse	X	World Languages	Helga Winkler	X
Behavioral Sciences	Julie Campbell	X	Health Education/Kinesiology	Sherry Ruter		Curriculum Chair (non-voting)	Jerry Mansfield	
Business	Gary Quire		Health Sciences	Carol Higashida	X	*Student Liaison*	Joe Rizzi	X
Chemistry/Earth Sciences	Rob Keil	X	Library	Danielle Kaprelian/Mary LaBarge	X			

Agenda Item	Notes
Call to Order, Public Comments Meeting Minutes: April 2016	Academic Senate President, Nenagh Brown, welcomed and thanked the committee. **Minutes Approved:** • Motion to Approve: Rob Keil; • Seconded: Carol Higashida • Abstentions: John Loprieno, Phil Abramoff, Jazmir Hernandez, Erika Lizee, Cynthia Sheaks-McGowen. Katie Booth, Jennifer Goetz
Introduce new SLO Coordinator Katie Booth	The new SLO Coordinator, Katie Booth was introduced to the group. She is already contacting programs in response to her overview of TracDat.
Update on GLO Meetings with SLO Coordinator	Activity Classes (Area E) met to discuss GLOs in spring 2016. Natural Sciences are to review and discuss GLOs in fall 2016; Social Sciences to meet in spring 2017.
Discussion and Affirming of Goals of SLO Committee	See attached notes (committee goals for 2016-17)
Affirming of Committee Membership	New membership identified and noted in table above.
Discussion: Student Services Survey	Tabled

SLO Updates in TracDat – please assist in putting SLO data in TracDat	Committee representatives were reminded to update their SLO assessment results in TracDat now that Program Plans have been submitted. K. Booth is continuing her review of missing information and will continue to reach out to programs when she has questions or concerns.
Discussion: Online form for SLO Changes	Update on process for changing SLOs in TracDat and CurricUNET: Michael Trainor, Curriculum Specialist, is now in the loop and working with Katie Booth. He is currently learning how to update SLOs in TracDat and has access to update SLOs in CurricUNET. Committee representatives were reminded to be very specific in their requests for modifications, as M. Trainor is still learning acronyms and processes associated with student learning outcomes. The Office of Institutional Research is also drafting an online submission process that will help in this process. Forms and/or websites will be drafted and brought to this committee for input.
Discussion: Issues facing the committee this academic year. What do we need to look at?	See notes on Committee Goals attached. First topics to discuss in October: • Reviewing ILOs to determine if they still reflect the direction of the College's Mission and if they fully address the work that the College has begun in meeting the state-level initiatives such as Student Equity and Student Success & Support (3SP.) • Promoting Culture of Outcomes Assessment. How do we engage faculty who refuse to participate? How do we engage part time faculty who are new to the MC processes.
Other items of interest	
Adjournment – 2:15 PM	
Future Meetings	
Fall 2016: 9/20; 10/18; 11/15 -- Spring 2017: 1/17; 2/21; 3/21; 4/18	

Proposed Committee Goals 2016-2017

Goal	Details / Questions to Answer	Projected Mtg
Continue to disseminate standardize acronyms used for each level of outcome assessment processes.	• Update CurricUNET to reflect appropriate titles and acronyms (CurricUNET still shows "Program Outcome" on the Course Outcome print-out. • Create handout and/or video to help disseminate information across campus (defining each level outcome; define outcomes vs. objectives. Provide examples of well written, effective outcomes. Define Direct and Indirect measures) • Communicate these acronyms to our constituents	
Develop Clear Workflow for updating SLO (CurricUNET vs. TracDat vs. Mapping Sheets vs. Catalog)	• Continue to simplify and communicate process • Best practices on storing evidence; what to keep, how long to keep, where to keep	
Promote the culture of outcomes assessment	• Professional development activities -- Direct and Indirect measurements professional development activity -- How to best tabulate results; best practices on making process easy for those who don't really want to participate -- Explore other ScanTron options that allow for ease of dumping information into Excel (Anthropology and Biology have ideas) • SLO Coordinator to meet with programs – meet them at the level they are • Discuss Best Practices on how to address specific hurdles (such as instructors refusing to participate) • Connect with NFO • Explore ways to bring in new adjunct faculty so they understand our processes and expectations. (SLO Coordinator)	October: Bring ideas on how to encourage everyone to participate.
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.	
Course Level Outcomes (CLOs)	• Continue Best Practices conversations	
Re-evaluate the Institutional Learning Outcomes and discuss how to assess these outcomes. Discuss our expectations, processes, necessary adjustments	• Do we need to adjust our ILOs in response to the various State initiatives and do we still match our College Mission Statement (which was just approved Dec 2015)?	October Mtg