

SLOAC Division 1 Coordinators
Summary Report for spring 2017

SLOAC Division 1 Assessment Coordinators: Ann Elliott and Susan Andrien
Date: June 12, 2017

In Spring 17, we continued to support faculty in 26 Division 1 disciplines and in Econ and MEDAS in Division 2.

We have achieved a 96% completion rate for Division 1 SLO Assessment. An essential element of our work is the ongoing conversations with faculty across the division and the college to enhance the culture of assessment at Merritt. In order to keep these conversations going, we both held weekly hours for assessment drop-in, but also continued to respond by email, phone, and in person for many hours each week.

Summary of Work completed:

- Weekly emails and phone calls to faculty and department chairs to update them on work to be completed or revised including drafting sensitive responses to motivate improvements needed in the quality of assessment work.
- Met with chairs to development Department Assessment Plans, revise SLOs for courses and solve other individual issues.
- Gathered data on Certificates and Degrees (for example, recent student completion rates) to clarify for chairs and lead faculty program assessment work needed.
- Coordinators met biweekly to review progress and set goals.
- Both drop-in and by-appointment meetings with faculty to draft plans and document results and actions to improve learning.
- Created a poster for the assessment Fair and helped to staff the SLOAC table for the week.
- Provided additional drop-in hours during assessment week.

- Train faculty about assessment and how to use Taskstream
- Taskstream work to unlock SLOS, enroll faculty in workspaces, assist faculty in using Taskstream to get an over view of department work and so on (much work required after Clifton's departure).
- Accessed CNET to locate and develop SLOS not in Taskstream.
- Approved proposed or revised SLOS in CNET, including suggesting changed in wording, based on weekly online reports.
- Created PLO alignment charts for all state-approved degree and certificate programs and sent them to Department chairs and key faculty.
- Worked with the following programs on PLO assessment: ADJUS, COSER, CHDEV, ANTHRO, AFRAM, PARLG.

Heather Casale
Division II Assessment Coordinator Meetings
Spring 2017

Spring 2017	WHO	TOPIC	FOLLOW UP
1/27/17	Merritt Campus	Flex Day	Present/discuss ILO findings at SLOAC
Every 2 nd and 4 th Tuesday Standing	SLOAC Meeting	See agendas	
Every 1 st and 3 rd Tuesday	Meet with VPI	Assessment status/updates	
Weekly	Email communication w/faculty	Assessment status, review/feedback of assessments, data entry into TS	
Bi-Monthly standing mtg	Assess specialist/data specialist	Assessment data status	
2/7/17	Dr. Al	Medas 201	He is aware of SLO's due, will f/u if he needs additional help
2/7/17	Ruhina Najem	Medas	Completed all of 201B SLO's for this cycle
2/9/17	Dr. Al	Entered assessment plans for last 2 slos for 201D	He will f/u with me end of semester to enter results/actions
2/9/17	Tara Alliger- Nutr adjunct	Reviewed all SLO's for Nutr 31, entered assessment plans	Will f/u end of semester to enter results/actions.

Heather Casale
Division II Assessment Coordinator Meetings
Spring 2017

2/14	Comm	Created spreadsheet of status for all SLO's PLO's	She will f/u with dept for completion
2/14	Nurs- Mia Kelly	Created spreadsheet of status for all SLO's PLO's	Discussed status w/Mia, she will take back to dept
2/14	SLOAC meeting		See agenda and minutes
2/23	J.Yates	RadSci courses reviewed, identified those needing assessment this semester	She will f/u w/J. Hollister and J.Custard
2/27	VPI, L.Fitch, S.Kessler	Update on assessment status, tracking database, stats	
2/28	CR6 team, VPI	Accreditation response	Team identified and assembled
2/28	SLOAC meeting		See agenda and minutes
3/2	F.Mofidi	Reviewed all Bus courses, entered 4 assessment plans	
3/3	AFR standing meeting	Assessment updates/data	
3/ 4	T.Colsten	Bio and BioSci courses- completed bio from last semester, entered plan for BioSci for this semester	
3/7	VPI- standing meeting	Assessment update	
3/10	AFR standing meeting	Assessment updates/data	

Heather Casale
Division II Assessment Coordinator Meetings
Spring 2017

3/17	AFR standing meeting	Assessment updates/data	
3/21	VPI- standing meeting	Assessment update	
3/21	Dawn Williams	Nurs 260 assessment plans entered	f/u end of semester for results and action plan
3/23	Dr. Al	Check in on status of assessment	f/u end of semester
3/24	AFR standing meeting	Assessment updates/data	
3/14	SLOAC meeting		See minutes/agenda
3/17	S.Kessler	Met to review data for ACCJC annual report	
3/28	SLOAC meeting		See minutes/agenda
3/31	AFR standing meeting	Assessment updates/data	
4/4	VPI- standing meeting	Assessment update	
4/4	Mts w/coordinators, researcher, assess specialist	Plan for assessment week, assign posters	Will create 3 posters for assessment week. See minutes/agenda
4/7	AFR standing meeting	Assessment updates/data	
4/11-4/19	VPI meetings w/dept chairs	Discuss status of dept assessment	

Heather Casale
Division II Assessment Coordinator Meetings
Spring 2017

4/17-4/21	Assessment week	Poster presentations, 1:1 support (6 hours)	
4/14	AFR standing meeting	Assessment updates/data	
4/21	D. Edelstein	Bio assessment	Entered plan, will f/u end of semester for results
4/21	AFR standing meeting	Assessment updates/data	
4/25	SLOAC meeting		See minutes/agenda
5/2	L.Bratchett	Complete Nurs assessments	
5/2	S.Rodriguez	History plan entered	Will f/u end of semester for results
4/28-5/5	1:1 mtgs w/VPI and faculty	Provide immediate support to enter assessments	
4/28	AFR standing meeting	Assessment updates/data	
5/5	AFR standing meeting	Assessment updates/data	
5/12	Spring summit	SLOAC presentation	
5/15	ILO luncheon	Discuss results	Present findings at Fall Flex
5/18	D.Williams	Complete Nurs 270 assessment	

SLOAC Coordinator for Student Services
End of Semester Report

SLOAC Coordinator (SLOAC-SS): Marty Zielke

Date: May 2017

Objective: Provide direct support to Student Services units to review their actions and evaluate their performance regarding services provided to other units or directly to students (Service Area Outcomes and/or Student Learning Outcomes) by assisting in the assessment of their SAoSLOs.

Summary: Support was provided by teaching each unit leader how to craft SAOs/SLOs, appropriate evaluation methods for the specific items they intended to measure, how to craft surveys (if needed) and how to use Taskstream to document plans, findings and future actions informed by the findings.

Accomplishments:

- 16 Student Services (SS) programs reached 100% SLO assessment plans, only one is pending entering results (Assessment).
- 2 additional SS programs, Welcome Center and CAFYES, received preliminary guidance including discussion of potential SAOs/SLOs. They are currently piloting surveys to establish a baseline of expectations to scaffold improvements (what percent of improvement may be realistic to plan for in their SLO/SAO plans).
- Being also the Co-chair of Counseling, provided the same level of support for Counseling classes SLO assessment completion
- Once the majority of SS programs were in full SLO assessment activity the coordinator offered the SLOAC committee to assist with Instructional programs that were behind on assessments.
- Assisted 3 Instructional programs advance completion of SLO assessments: Real Estate, Computer Information Systems and Bioscience. SLOAC-SS coordinator et individually with chairs and instructors to provide guidance and support with their SLO assessment: discuss plans, results and action plans as well as enter information in TaskStream. Not all courses have completed assessments at this time, but several have.
- Requested Counseling Department to add a standing “SLO updates” item in their department meeting agenda to provide department-wide guidance and updates regarding SLO assessment.

Other activities:

- Attended bi-monthly SLOAC committee meetings
- Learned how to update Google drive SLO progress charts

- Participated in SLO Assessment week activities by guiding several programs on how to create poster boards regarding their assessments and being a team member of the group that prepared the FYE poster board.

Marty Zielke
Student Services Assessment Coordinator Meetings
Spring 2017

DATE	WHO	TOPICS/ACTIVITY	FOLLOW-UP/ACTIONS
FEB 2017			
02/03	EOPS	Discuss and enter Plan	
02/03	Coun 221	Discuss and enter Plan	
02/05		SLOAC Coordinators meeting	Create handout for Student Services At-A-Glance report
02/09		SLOAC meeting	
02/09	Coun 224	Discuss and enter Plan	
02/09	Coun 24	Discuss and enter Plan	
02/09	Transfer Center	Discuss SLOs	
02/13	Coun 207C	Discuss SLOs	
02/14	CIS 6	Discuss SLOs, agree on #1	
02/14	SLOAC	Coordinators meeting	
02/21	Rlest 2A	Discuss and enter Plan	
02/23		SLOAC meeting	Make changes to At-A-Glance report handout
02/23	DSPS	Discuss and enter Plan	
02/24	Veterans	Discuss and enter Plan	
02/24	FinAid	Discuss and enter Plan	
02/24	EOPS/ CARE	Discuss SLOs and survey	
02/24	SpecProg & Grants	Discuss and enter Plan	
02/24	MEDAS	Review Plan and results. Instructor reports dean did not receive SLOs	
02/27	Coun 207C	Meet w/instructor. Enter Plan and discuss assignments used as Method	
02/28	SLOAC	Coordinators meeting	
MAR 2017			
03/01	DSPS	Review survey w/coordinator	
	Rlest	Compose binder with Taskstream sheets	
03/02	Rlest	Discuss SLOs completion progress w. co-chairs	
03/03	EOPS	Meet w/CARE coordinator. Review data obtained so far and plan on how to tally and present results	
	SpecProg & Grants	Review data obtained so far. Agree on meeting to enter results	
03/07	Rlest	Meet w/Business co-chairs. Enter results for multiple courses	

Marty Zielke
Student Services Assessment Coordinator Meetings
Spring 2017

	Health Ctr	Discuss & enter results and action plan	
03/08	Welcome Center	Discuss potential SLOs (planning for Fall 2017). Review data they obtain for foot traffic.	
	CAFYES	Discuss potential SLOs (planning for Fall 2017).	
03/10	Coun 200A	Meet w/instructor to teach how work with SLOs. Discuss and enter plan	
	Coun 200B	Meet w/instructor to teach how to work with SLOs. Discuss and enter plan	
	Coun 203	Discuss and enter plan	
		Meet w/Heather to learn how to access Curricunet	
	Coun 30	Review SLOs w/insructor. Make one obsolete. Course cancelled this semester.	
03/14		SLOAC coordinators meeting	
03/15	Sankofa	Review SLO. Assist counselor design method (survey)	
03/17	Bus 54	Enter plan and results	
03/20	Biosci	Bioscience dept. meeting. Discuss need to complete SLO assessments; go over basic components of assessment.	
03/24	Rlest 3	Enter results	
	CIS 6	Communication via email and phone with Courtney throughout week. Enter assessment information on Word form.	
03/28		SLOAC coordinators meeting	
	CalWorks	Meet w/coordinator. Enter assessment in Taskstream	
03/29	Coun 203	Meet w/instructor. Enter results and action plan in Taskstream	
	DSPS	Meet w/coordinator. Enter results and action plan	
03/30	Bus 76	Meet with instructor, discuss and enter plan, results and action plan	
	CAFYES	Discuss potential instruments to measure learning/services received	
	Coun 200A	Meet w/instructor. Enter results and action plan	

Marty Zielke
Student Services Assessment Coordinator Meetings
Spring 2017

	Coun 200B	Meet w/instructor. Enter results and action plan	
APR 2017			
04/01		Meet Todd Barraza to learn how to access & Update Google drive document	
04/04		SLOAC Coordinators' meeting – prep for assessment week	
04/05	FYE	Discuss and enter plan for SLOs	
04/06	Sankofa	Enter results and action plan	
04/07	Coun 224	Discuss results and how to document in Taskstream	
04/12	Admissions	Tally and enter results for SLO 2	
	EOPS/DSPS	Meeting to plan poster board	
	FYE	Meeting to discuss poster board and complete it	
04/17	Biosci 8	Discuss and type plan	
04/19	VPSS	Discuss w/Samantha how to move forward with VPSS SAO	
		Provide coverage for SLOAC “Get it Done” and poster board expo	
04/25	Assessment	Discuss and enter plan	
		SLOAC Coordinators' meeting	
MAY 2017			
05/05	CIS	Attend Dept meeting to work on SLOs w/instructors who attended meeting.	
		Follow up with Bus instructor's stipend forms	
05/10	Coun 221	Discuss and enter results	
	Biosci 8	Enter results and action plan	
05/11	Rlest 7&14	Discuss and enter results	
05/13	Biosci 57, 5, 6, 30	Discuss and enter results	
05/15		Prepare stipend requests for Biosci instructors	
05/16	Assessment	Discuss problem obtaining results and how to modify SLOs for 2017-2018	

SLOAC ILO Coordinator
Summary Report Spring 2017

SLOAC ILO Coordinator: Laura Forlin

Date: May 18, 2017

Objective: Provide opportunities for college wide dialogue and assessment of Information and Computer Literacy ILO

Summary: Identified courses mapped to the Information and Computer Literacy ILO, developed a common rubric to be used by all current faculty whose classes are mapped to this ILO, set up a doodle to enlist faculty participation on the days most convenient for optimum attendance at 2 luncheons; held two luncheons – first to discuss Merritt’s ILO’s generally, and how ILO assessment is currently being performed, to provide the common and release forms for student work, and to provide an opportunity for discussion around potential projects being taught in the class that aligns with this ILO.

Accomplishments:

- Developed a common rubric
- Emailed all current faculty whose courses align with the Info. And Comp. Lit. ILO
- Followed up with individual email whose classes are very relevant
- Sent out a doodle to maximize attendance at luncheons
- Ordered catered lunch
- Hosted initial luncheon on 3/27/2017 – very poor attendance despite many emails and phone calls to faculty):
 - Discussed what our colleges ILO’s are
 - Described the process for ILO assessment and how to use the rubric
 - Provided copies of the rubric and release forms for student examples
 - Determined final meeting date
- Hosted a final lunch on 5/15/2017 – had 8 in attendance:
 - Discussed assessment findings
 - Summary of strengths
 - Summary of weaknesses
 - Proposed actions – with a plan to follow up during Fall Flex Days
 - Collected rubrics and examples of student work

Other activities:

- Attended bi-monthly SLOAC committee meetings
- Participated in Assessment week activities by creating an ILO poster board demonstrating examples of past ILO assessment processes and examples of work.

- Performed a Flex Day ILO activity
- Presented an ILO update at the Spring Summit