

SLOAC Meeting Notes – September 22, 2015

Present: Ann Elliott, Clifton Coleman, Susan Andrien, Marty Zielke, Heather Casales, Rosa Perez, Arja McCray, Maril Bull, Jason Seals, Lawrence Lee, Laura Forlin, Jennifer Shanoski (chair)

Agenda Item	Discussion	Action Item
<p>1. Goals for SLOAC</p>	<ol style="list-style-type: none"> 1. ILO assessment of communication and quantitative reasoning will be completed with at least 20 faculty participants each. 2. Increase the visibility and understanding of assessment across the campus. <ol style="list-style-type: none"> a. How will this be measured? We talked as a group about whether or not this was an important goal and how to measure it (now and later). We decided on a brief survey for the campus with the following questions: <ul style="list-style-type: none"> • Would you like to be contacted for help with your assessment? • Have you ever assess your course or service area outcomes? • How well do you understand the assessment process? • Do you know who to contact for help with assessment? • Have you been to the SLOAC website? • Do you know how to connect your assignment(s) to SLO assessment? 	<p>Clifton will prepare a dropbox for ILO mapping worksheets.</p> <p>Jennifer will prepare a survey monkey to ask these questions and send it to the campus from all four coordinators.</p>

	<ul style="list-style-type: none"> • Do you know how to connect your assessments to budget requests? <p>We discussed the issue of assessment being linked to a single person and came up with the idea of a new email account: MER-SLOAC that could be used for all communication. The survey could be sent from that email account.</p> <p>b. Feedback on the first announcement. The consensus was that the first announcement was successful. Suggestion was that the next announcement should also include a link to our website.</p> <p>3. 100% of active course SLOs, SAOs, and PLOs will be assessed this year. Clifton has provided comprehensive reports to all coordinators about what has been completed up to this point. Jennifer will send the list of courses offered this semester so that every person who is teaching a course can be contacted about assessing it.</p>	<p>Jennifer will email Patricia and Tony to ask for help in acquiring a new email address.</p> <p>Jennifer will email a list of courses offered fall 2015 with instructor names.</p>
<p>2. Weekly Taskstream Workshops</p>	<p>We decided to have workshops on three different days:</p> <ul style="list-style-type: none"> - Heather: Tuesdays 12-1 - Susan: Tuesdays 6-7 - Marty: Fridays 11-12 <p>Workshops will be held in the learning center computer lab.</p> <p>Days and times of workshops will be included in the weekly announcement.</p>	<p>Jennifer will reserve the learning center computer lab.</p>

<p>3. Process for SLO Differences in Taskstream and Curricunet</p>	<p>There is a large gap between the information in taskstream and curricunet. The group discussed whether or not this was a priority right now. The consensus was that this work should be done at the same time as the assessment work so that we can erode the problem while still completing new work.</p> <p>Once a report exists to identify the extent of the problem we can have a better sense of how to prioritize. We will revisit this issue next month.</p>	<p>Clifton will work with his student to develop a report comparing the outcomes in the two systems.</p>
<p>4. Communication Rubric</p>	<p>We looked at the communication rubric prepared by Jennifer. Consensus was that two rubrics are needed: one for written and one for oral communication. The consensus was that we would still be able to aggregate information but would provide a more rich discussion for each group.</p>	<p>Jennifer will ask permission from Laney College to use their rubrics and adapt them for Merritt.</p>
<p>5. Bob Pacheco</p>	<p>Bob has offered to help the college. It is unclear what we should ask help with. The group consensus was that we could ask him what he thought and use that as a starting point for a conversation.</p>	
<p>6. Student Worker Tasks</p>	<p>The problem with student workers entering assessment occurs when there is any discrepancy between the SLOs in taskstream and those listed on the worksheet. The group decided to let student workers try to enter data and, when unable to decipher a specific assessment, return work to the appropriate coordinator for entering.</p>	
<p>7. Other</p>	<p>Change meeting location to the science building faculty</p>	

	conference room: S434.	
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MISSION STATEMENT

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To accomplish its Mission, the college provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer, and develop the skills necessary to complete their educational goals.