

SLOAC Meeting Notes – September 8, 2015

Present: Ann Elliott, Clifton Coleman, Susan Andrien, Marty Zielke, Sheila Metcalf-Tobin, Heather Casales, Rosa Perez, Arja McCray, Nghiem Thai, Jennifer Shanoski (chair)

Agenda Item	Discussion	Action Item
<p>1. Goals for SLOAC</p>	<p>We spent some time developing new goals for the 2015/16 year. Three goals were identified:</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. <ol style="list-style-type: none"> a. Ann brought a problem with “daisy wheel” courses that do not have a specific course at the advancing level. We might need to revise our strategy for those programs. b. We can include students in this assessment by including ASMC. Assess the officers through their meeting minutes, meetings, campus-wide communications, etc. 2. Increase the visibility and understanding of assessment across the campus. <ol style="list-style-type: none"> a. We discussed a number of ideas on how to accomplish this: <ol style="list-style-type: none"> i. Ask faculty to describe what assessment means to them in six words or less (ala the “race card project”). Could we have a lottery drawing for small gift cards? ii. Ask faculty “what did you do this week 	

	<p>to assess learning?</p> <ul style="list-style-type: none"> iii. Ask students to self-assess their learning on an exam. As part of the exam, students could be asked what they think they've learned. iv. Request to have SLOAC be a standing item in the college newsletter. v. SLOAC could email out an assessment example each week via FAS. This could be rotated through the coordinators and examples could highlight course SLO, SAO, PLO, and ILO work. The "winning" assessment would be sent out the campus community and that person would win a special parking space. <p>3. 100% of active course SLOs, SAOs, and PLOs will be assessed this year.</p>	<p>Jennifer will email Susan May to ask if it is possible to have assessment be a standing item in the newsletter.</p> <p>Jennifer will put together an example from the chemistry department.</p> <p>Jennifer will ask the president for a parking space for the winner.</p> <p>Clifton will make a special parking pass for the winner.</p>
3. Three Year Cycle	<p>The group looked over the three-year cycle draft prepared by Jennifer and made comments for some minor changes. The document will be sent the president and all SLOAC members will present this as the ONLY process to be used.</p>	<p>Jennifer will incorporate the edits into the document and send it to the committee, president, senate presidents (Mario and Stefanie), and VPs.</p>
4. Checklist of Duties	<p>As a group, we discussed the job descriptions for the coordinators and attempted to make a checklist of duties per the president's request. As most SLOAC members are new this year, the discussion was short and Jennifer agreed to complete the checklists and distribute for discussion.</p>	<p>Jennifer will complete the checklists and send to the group for feedback.</p>

5. Meeting Times	We agreed as a group to meet on the second and fourth Tuesday of each month from 1-2:30 in the learning center conference room.	Jennifer will remind the VPI and President that they need to announce the position with the appropriate release time.
6. CIC Meetings	Arja presented the idea of having coordinators attend CIC tech review meetings when new courses or changes to existing courses that include SLO changes are on the agenda. All coordinators agreed to attend and meeting times were selected: first and third Thursdays of each month from 2-3 in R29.	
7. Other	Jennifer discussed the ILO assessment plan. Ann and Susan agreed to put together a rubric for written communication and we discussed tailoring it to other types of communication (media, oral, etc.). We will do this at the next SLOAC meeting and then bring it to the first ILO planning lunch. Susan recommended that we have participants bring their assessment assignment to that lunch.	Ann and Susan will develop a communication rubric that will be discussed at the next SLOAC meeting. Jennifer will ask participants to bring their assignments to the planning lunch.

MISSION STATEMENT

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

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.