

SLOAC Meeting Notes – February 4, 2013

Present: Angela Khoo, Anthony Powell, Ann Elliott, Alejandria Tomas, Jason Seals, Stacey Thompson, and Jennifer Shanoski (chair)

Agenda Item	Discussion	Action
1. Review subcommittee	<p>Last year there was a recommendation made that SLOAC begin reviewing data in taskstream to ensure that the college is engaging in authentic assessment.</p> <p>Jennifer reported that Audrey Trotter has agreed to provide \$5000 for stipends to be used for this purpose.</p> <p>The group discussed the amount of the stipend and everyone agreed that \$1000 was a reasonable amount if there were clear expectations.</p> <p>Alejandria and Angela both talked about the need for adequate training. Ann suggested that Mae-Francis might be available to conduct a 2 hour training session for reviewers.</p> <p>The committee agreed that the reviewers would be charged with:</p> <ul style="list-style-type: none">- evaluating the results of assessment with a rubric- identifying budget requests that were tied to learning assessment- identifying the type of assessment used in our various courses and programs <p>The makeup of the committee was discussed. Jennifer suggested that she'd send out a MER-</p>	<p>Jennifer will ask Dr. Trotter about Mae-Francis's contract and availability.</p> <p>Jennifer will write up the job description for reviewers and submit it to the committee for use in recruiting faculty.</p> <p>Jennifer will obtain a rubric for assessment to be discussed by the group at our next meeting.</p>

	<p>FACULTY email asking for participation. Angela and Jason both thought that a more targeted approach would be better. We agreed that each person in the committee would ask one other person to be involved. Ann pointed out the importance of having people from a variety of disciplines working on reviewing.</p>	
2. Adjunct stipends	<p>Jennifer has been investigating last year's adjunct stipends and discovered that four adjunct instructors were not paid at all and that the stipends were paid out of two different accounts. Jennifer has sent an email to Dettie Del Rosario asking about the remaining funds as \$4000 were allocated to the college from the district last year.</p> <p>This year, \$5000 has been allocated to the college for SLOA work. Jennifer suggested that we allow for adjunct stipends for the current year and asked what requirements would be appropriate. The group agreed that the following items would be required:</p> <ul style="list-style-type: none"> - Name - Department - Course assessed - Print out of taskstream - Signature of chair <p>We discussed having the dean sign off on forms but there was some concern that this might hold things up unnecessarily. The group felt that it would be best for the SLOAC chair to send the dean a list of</p>	<p>Jennifer will create the form for adjunct to submit and will send it to department chairs and program directors to be used this semester.</p> <p>Alejandria will look into the funds from last year and get back to the group.</p> <p>Alejandria will be submitting ePAFs for adjunct instructors based on the list sent by Jennifer at the end of the semester.</p>

	<p>applicants instead.</p> <p>Some discussion of the deadline occurred with some people advocating for all submissions by the grade deadline for a given semester. Anthony felt that this was too much to ask instructors to do at the end of the semester and suggested that we might make the deadline one week later.</p> <p>The group agreed to provide \$100 stipends for any faculty completing “authentic assessment” and submitting the above paperwork.</p>	
3. Money to spend...activities?	<p>Since there is money available from the district this year, the committee discussed what types of activities might help get more faculty involved.</p> <p>Alejandria suggested that we have a workshop for student services on a Friday afternoon when their offices are closed. Could we invite Mae-Francis to come and facilitate a workshop on outcomes and assessment activities? Outcome might be to develop a specific activity with a clear timeline.</p> <p>We talked about the possibility of providing \$500 stipends to faculty/staff interested in attending a SLOA conference and presenting their findings.</p> <p>Alejandria suggested that we do something similar to Title III’s integrative learning assignment where faculty are given \$100 to attend a webinar, \$100 to do an activity, and \$100 for sharing their experience with the college. Stacey suggested that we might get P307 for a webinar and offer popcorn and drinks – make an event</p>	<p>Jennifer will research conferences and webinars that are being held and send the information to the committee.</p> <p>Jennifer will also look into using Title III funds to hold a workshop for student services.</p>

	<p>out of it.</p> <p>Jennifer suggested that she'd send some options to the committee – Stacey suggested that it might be more effective to just pick one and send it around to the group for comment.</p>	
4. Newsletter	<p>Jennifer wrote a newsletter for SLOAC and asked for opinions. Stacey sang a song to the tune of “Electric Avenue” and the group agreed to name the newsletter “Assessment Avenue.” Ann suggested that we have three newsletters per year – beginning, middle and end.</p> <p>Jennifer will send an electronic version of the newsletter to everyone to solicit corrections.</p>	Jennifer will send the newsletter to the group and the group will submit comments by the end of the week.
5. ILO workshops	Not discussed (time ran out)	