

SLOAC Meeting Notes – September 12, 2013

Present: Hilary Altman, Jason Seals, Lynn Bratchett, Stacy Thompson, Angela Khoo, Anthony Powell, Jennifer Shanoski (chair)

Agenda Item	Discussion	Action
1. Introductions		
2. SLOAC's Place in the College	<p>Currently SLOAC does not have a place in the college structure. It was suggested that SLOAC could be a subcommittee of the Academic Senate, Accreditation Committee, CEMPC, or a shared governance committee.</p> <p>Jennifer suggested that it should be a part of the Senate as it is a faculty issue and is related directly to instruction.</p> <p>Stacy said that most colleges have SLOAC as a subcommittee of the academic senate and that it made the most sense for it to be there.</p> <p>The committee agreed unanimously to ask the Senate to officially make SLOAC a subcommittee. Stacy suggested that it should be taken to the College Council after getting the Senate's approval.</p>	<p>Jennifer will make a motion at the next Senate meeting (Sept. 19) to make SLOAC a subcommittee.</p> <p>After obtaining approval from the Senate, Jennifer will present the change to the College Council at their next meeting (September 25).</p>
3. SLOAC Subcommittees	<p>Discussions between Ann Elliott, Jennifer Shanoski, and May-Frances (consultant) last year led to the idea that SLOAC might work better with subcommittees. Three subcommittees were suggested:</p> <ol style="list-style-type: none">1. Education/Outreach – this subcommittee would be responsible for holding taskstream workshop	

	<p>and for helping to develop flex day activities.</p> <ol style="list-style-type: none"> 2. Data/Evidence – this subcommittee would work on analyzing the data that we have and collecting evidence needed for our self-study. 3. Evaluation of Results – this subcommittee would be charged with looking at the assessment results entered into taskstream and determining if they are appropriate and meaningful. The subcommittee could talk with faculty about results and look for commonalities across disciplines. <p>Jennifer asked the group if there were other necessary subcommittees that anyone could think of. The goal is to get more involvement so that SLOAC becomes an integral part of the college. The discussion moved on to focus on what's not working and why.</p> <p>Lynn said that he felt that assessment needed to be relevant and provide immediate feedback. As it is, he felt that the work gets done and goes away without having any impact on our regular teaching. Stacy described how the assessment process is supposed to be informing college decisions and Jennifer mentioned the budget template that has been developed. Jennifer will email the budget template to the committee for further discussion.</p> <p>Anthony suggested that the biggest barrier to completing assessment is taskstream. Is it possible to hire a student to input the data that we have? Jennifer replied that the president has committed to hiring a student. There were</p>	<p>Jennifer will email the new budget template to the committee for review.</p>
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	<p>multiple problems associated with hiring students to do this work:</p> <ol style="list-style-type: none"> 1. Anthony suggested that it might be difficult to find students who would be responsible, capable and reliable for this position. Jennifer suggested that she could find them. 2. Stacy brought up the issue that while funding has been promised to support a student this year it might not be available in the future and so this is not a good permanent solution. 3. Stacy suggested that there were problems in the past associated with having students input assessment data. Jennifer suggested that part of the problem may have been with the translation and that an exact replication of the taskstream options might fix that issue. <p>Anthony suggested that we could make a paper manual for taskstream that described each step of the assessment process in detail with screen shots. The manual would allow people to work through taskstream with directions right next to them.</p> <p>Hilary suggested that we take a two-prong approach to the issue: 1) make a manual with step-by-step instructions and 2) make a word or excel file that exactly mimics the taskstream prompts; faculty members can fill this out and a student worker can enter the data into taskstream. The second option could be phased out over time as more people become comfortable with taskstream.</p>	<p>Jennifer will work on a draft of a manual and a template for entering results. The committee can review both options and see if one or both should be presented to faculty.</p>
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	<p>Hilary also suggested that links to Curricunet and taskstream on our faculty center would be helpful. Jennifer suggested that it would not be possible to make changes in prompt but that it might be possible to have them added to the faculty/staff section of the website.</p>	<p>Jennifer will find out who is responsible for website content and see if the links can be added to the faculty/staff site.</p>
4. Survey for Meeting Times and Subcommittees	<p>SLOAC members filled out a survey for attending future meetings and choosing a subcommittee. Jennifer suggested that the entire group meet once per month and subcommittees meet once per month with other work done electronically.</p>	<p>Jennifer will email everyone with a standing meeting date based on the responses.</p>
5. Bi-Laws	<p>Jennifer has started working on committee bi-laws and will email the completed bi-laws to the committee for edits/comments.</p>	<p>Jennifer will email bi-laws to the committee for review</p>
6. Survey Monkey	<p>At the August flex meeting, faculty suggested that it would be helpful to have a survey distributed to faculty in order to assess the assessment process. Jennifer asked the committee to suggest questions. The committee decided on the following questions:</p> <ol style="list-style-type: none"> 1. What do you see as the greatest barrier to completing assessment? 2. Have you ever attended a taskstream workshop? <ol style="list-style-type: none"> a. If not, how could we encourage you to come? b. If so, did you find it helpful? Why/why not? 3. Would you prefer to have a paper manual for help with taskstream? 	<p>Jennifer will email the survey to Merritt-Faculty next week and follow up with the president if necessary.</p>

	Jennifer will send the survey out and ask the president to resend if the response rate is low.	
7. Other	<p>Jennifer mentioned that another topic to be discussed would be the website. Hilary suggested that it would be nice to include best practices in a SLOAC site; this would allow faculty to look at what other colleges are doing. Angela said that she had looked around a bit and saw that Chabot had a good site to look at for reference.</p> <p>Anthony asked what was happening in student services. Jennifer said that Maria (in financial aid) was poised to join the committee but did not know where student services was with their assessment nor how it was to be done.</p>	Jennifer will get more information about the assessment being done by student services for the next meeting.