

# MERRITT COLLEGE

**SLOAC**  
**January 31, 2017**  
**2:00 – 3:30 p.m., Room S435**

## **AGENDA**

- I. Agenda Review, Changes and Adoption
- II. Welcome back! Introductions.
  - a. Todd Barraza- schedule, location, training status
  - b. Laura Hernandez
  - c. Update on Assessment Specialist temporary replacement
- III. Semester Action Plan
  - a. Stats, data base access
  - b. Stipend process
  - c. New members
- IV. Flex Day summary – Laura/Heather
- V. Parliamentary Procedure/Robert’s Rules –Flex Day presentation
- VI. Additional topics:

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.

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SLOAC Meeting Notes – January 31, 2017

Present: Laura Forlin, Marty Zielke, Heather Casale (chair), Ann Elliott, Susan Andrian, Samantha Kessler, Todd Barraza, Jeffrey Lamb

| Agenda Item                       | Discussion  | Action Item  |
|-----------------------------------|---|--|
| 1. Approval of Agenda             | none  | approved   |
| 2. Approval of Past Meeting Notes | Will provide minutes to members for review, email vs. hard copy?  | Will start with email and evaluate effectiveness.<br>Once Assessment Specialist starts, will request to have minutes loaded onto website   |
| 3. Introductions                  | New Data Specialist, Todd Barraza, introduced to group, schedule, location, training status reviewed. Staff assistant update provided, should be back to work 2/10 once paperwork clears. Assessment Specialist scheduled to start 2/10, LaShaune Fitch from Laney. Will need training in both assessment and curriculum and associated workspaces. Position(s) remain temporary. | H.Casale contacted Taskstream 1/30 to set up accounts for both Todd and LaShaune and arrange training.   |
| 4. Semester Action Plans          | Will continue to offer 1:1 support. Without data from Specialist will not be able to give chairs specific details about course/instructor/SLO status. Message will be more general will continued support offered. Refer all to the assessment calendar. Will request support from Deans for challenging  | Todd to f/u with Dinh for ePaf training. Timesheets provided to A.Cs.<br>Members will reach out to members of all campus constituencies (business office, classified, admin, etc) to invite to |

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|                            | <p>departments/faculty. Focus will be on highlighting successful departments, linking assessment to resources.</p> <p>Stipend process: Todd will be training on processing ePafs for adjunct stipend request. A.Cs to request faculty complete timesheets to expedite.</p> <p>New member recruitment is a goal.</p> | <p>SLOAC.</p> <p>A.Cs will continue to try to work with challenging faculty/dept, if unsuccessful, will reach out to deans. H.Casale will discuss SWD funds for CTE programs and request that disbursement be linked to assessment.</p> |
| 5. Flex Day Summary        | As discussion will be lengthy, decision to table to next meeting  | Will add to 2/14 agenda   |
| 6. Parliamentary Procedure | Flex Day presentation discussed regarding usage of PP in all campus meetings vs. those obligated to use. Committee felt current meeting management was conducive to inclusion and effectiveness, PP would not be preferred.   | Chair will send agenda at least 24 hrs prior and, as noted above, send meeting minutes and have posted on website.  |
| 7. Additional items        | S. Kessler suggested holding an “assessment fair” this semester to highlight work, support round table discussions of best practices, etc.  | Will add as rolling agenda item to plan for implementation toward end of Spring 17 semester.  |

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# MERRITT COLLEGE

SLOAC  
February 28, 2017  
2:00 – 3:30 p.m., Room S435

## AGENDA

- I. Agenda Review, Changes and Adoption
- II. ACCJC response letter and Annual Report
  - a. Working with CR6- plan, prompts and response
  - b. Fall
    - i. 3 year cycle plan template
    - ii. Mapping
    - iii. Include curriculum update?
- III. Semester Action Plan
  - a. Budget and release time update
  - b. Status of data collection and assessment
    - i. criteria for reporting to ACCJC
    - ii. Todd demo of spreadsheet
  - c. Stipend process update
  - d. Assessment Fair
  - e. Noel Levitz survey this semester
  - f. Assessment questions for incoming president
  - g. Shelving in taskstream
- IV. Interdisciplinary degrees- PLO assessment
- V. Flex Day summary – Laura/Heather
  - a. ILO semester plan
  - b. Uploading to website
- VI. SLO/PLO/ILO mapping in Taskstream demo- Ann
- VII. Additional topics:

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SLOAC Meeting Notes – Feb 28, 2017

Present: Laura Forlin, Marty Zielke, Heather Casale (chair), Ann Elliott, Susan Andrien, Todd Barraza, LaShaune Fitch, Jennifer Shanoski, Samantha Kessler, Rosemary Delia

| Agenda Item                       | Discussion   | Action Item  |
|-----------------------------------|--|--|
| 1. Approval of Agenda             | No demo as spreadsheet not ready   | Removed from agenda  |
| 2. Approval of Past Meeting Notes | Hard copy for review, had emailed prior  | No action  |
| 3. Accreditation                  | CR6 has been re-instated and they will be responsible for writing the response letter with input from SLOAC. Plan is for them to request information/evidence and we will provide. Report is due Oct, so goal is to complete before end of Spring semester. Standard of 100% completion will be impossible given the 3 year “look back” cycle. | <p>Now a standing agenda item. Will work with departments in the Fall to develop strong assessment plans based on 3 year cycle.</p> <p>SK will work with SLOAC/CR6 to collect and assess several sets of data including all courses, ongoing courses, improvements from Fall to Spring, etc. Will be able to show ongoing improvement.</p> |
| 4. Curriculum/Assessment          | Discussed overlapping between SLOAC and curriculum. Benefit of CIC message to faculty that included a reminder to update SLO’s including ensuring alignment with Taskstream could be beneficial. Discussion that message should also come from Deans/VPI.  | New CIC chair just identified, will f/u w/E.Wallace to discuss   |

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| 5. Semester Action Plan   | <p>Release time now entered and correct.</p> <p>Data collection update- working now to identify an appropriate “live” database that meets data collection criteria. Ongoing updating of SLO database is critical now, but time consuming and difficult to track with current system.</p> <p>Stipend process request form updated. Process identified. JS suggested a tracking doc be created.</p> <p>Assessment Week/Fair discussed, ideas of ILO Poster Session and presentation of student/faculty survey results. SK identified possibility of assessing ILO’s using survey questions. Best timing would be after spring break, late April or early May</p> <p>JS suggested possibility of utilizing an indirect assessment method that could piggyback on CCSSE survey for students to assess SLO in the course. Was used in the past with some success</p> | <p>L.Fitch and TB will work with IT to determine most appropriate platform. TB is able to use Tableau to create same data graphics as are on the website.</p> <p>LFitch will upload updated request form to website. She will also be processing ePafs once training complete.</p> <p>SK will forward questions to ILO coordinator LF to determine alignment/appropriateness.</p> <p>JS will forward examples of what was previously done.</p> |
| 7. ILO                    | LF introduced rubric for this semester ILO assessment of Computer Literacy. Discussion  | LF will make small changes, identify faculty with aligned courses with help from LFitch and email invite for first luncheon  |
| Interdisciplinary Degrees | Discussion started, but out of time   | Tabled for next meeting.   |

# MERRITT COLLEGE

**SLOAC**  
**March 14, 2017**  
**2:00 – 3:30 p.m., Room S435**

## **AGENDA**

- I. Agenda Review, Changes and Adoption
- II. Accreditation
  - a. CR6 response requests/updates
    - i. ILO uploaded, data, AC's time tracking
    - ii. Acceleration plan
  - b. ACCJC specifics?- Dr. Lamb
- III. Semester Action Plan and Updates
  - a. Google doc updates
  - b. VPI mtgs
  - c. President email – this week: assessment week, ILO, AC availability
  - d. ePaf update
- IV. Assessment Week/Fair
  - a. IEPI funds available for supplies, needed by end of March
  - b. Location and details
    - i. Examples, summary of changes made , progress
    - ii. Linkage from APU/assessment to finding
- V. ILO assessment update
- VI. Interdisciplinary degrees- PLO assessment
- VII. Additional topics:

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SLOAC Meeting Notes – Mar 14, 2017

Present: Laura Forlin, Marty Zielke, Heather Casale (chair), Ann Elliott, Todd Barraza, Jennifer Shanoski, Samantha Kessler, Dr. Marie Elaine Burns (guest), Ngheim Thai (guest)

| Agenda Item                       | Discussion   | Action Item  |
|-----------------------------------|--|--|
| 1. Approval of Agenda             | none   | Approved agenda  |
| 2. Approval of Past Meeting Notes | Will email with update   | No action  |
| 3. Accreditation                  | <p>Ngheim Thai discussed CR6 plan beginning with summary of changes made since last October. Despite ACCJC report reading that we have made significant progress, our numbers still aren't at 100%. Will need to show continued integration of assessment of student learning into planning/budgeting. Acceleration Plan is "living document" and will need updates re: timeline. Goal in response is to show that assessment is occurring in all courses and programs.</p> <p>IEPI funds available to support Assessment, supplies request need to be to Dinh by end of month.</p> <p>ACCJC annual report due end of the month.</p> | <p>Dr Lamb currently on site visit in S.Cal and will report back, Dr. Burns will reach out to ACCJC for clarity on exactly what will be looked for in response letter. CR6 and SLOAC will work together to draft response</p> <p>S. Kessler and H. Casale will meet to review the data and responses on 3/17/17.</p> |
| 4. CCSSE survey                   | Survey was sent by S.Kessler along with reminders. Currently only ~60 responses, goal is at least 100.   | SLOAC members will encourage participation in their respective   |

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|                         | Several questions align with assessment and ILO.  | constituencies.  |
| 5. Semester Action Plan | <p>Data updates reviewed. T.Barraza developed spreadsheets on One Drive and provided access links to assessment coordinators. Discussed ability to “live save” data. It is not as efficient as needs to be, plan is to transition to Google Drive to allow for live access and updates and saves.</p> <p>Dr. Burns discussed plan for “get it done day” and group discussed ideas to encourage participation.</p> <p>Second assessment week will include summary of changes made in programs and courses d/t assessment results, ie: tutors, text changes, assignments, time offer changes, program updates, etc. Will highlight linkages from assessment and funding. Discussed possibility of using IEPI to fund small \$ requests in TS.</p> <p>EPaf processing update. LF should be trained this week and be able to process.</p> | <p>Demo of One Drive given. Some data inconsistencies discovered. T.Barraza will review data for accuracy. H.C will send out department stats to dept chairs.</p> <p>Will make it “assessment week, part I” and plan to present CCSSE results week of Apr 3rd. Dr. Burns will send targeted email and offer assistance from Assess Coordinators, highlight successes and progress.</p> <p>Will f/u with IEPI</p> |
| 7. ILO                  | <p>LF sent targeted email to faculty aligned with ILO, so far only 3 responses. Vendor used for previous luncheons still has not been paid.</p> <p>SK suggested creating a video that could be posted on website of summary of faculty that have participated</p>   | <p>Support from admin requested. Dr. Burns offered to pursue payment issue.</p> <p>Video would be created by outside consultant, SK will look into it.</p>   |

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|                   | in ILO and changes they've made as a result. |  |
| Meeting adjourned |  |  |

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# MERRITT COLLEGE

**SLOAC**  
**March 28, 2017**  
**2:00 – 3:30 p.m., Room S435**

## **AGENDA**

- I. Agenda Review, Changes and Adoption
- II. Accreditation
  - a. CR6 response requests/updates
    - i. ILO uploaded, data, AC's time tracking
    - ii. Acceleration plan
  - b. ACCJC specifics?- Dr. Lamb
- III. Semester Action Plan and Updates
  - a. Google doc updates
  - b. VPI mtgs
  - c. President email – this week: assessment week, ILO, AC availability
  - d. ePaf update
  - e. detailed email with courses/instructors this semester
- IV. Assessment Week/Fair
  - a. IEPI funds available for supplies, needed by end of March
  - b. Location and details
    - i. Examples, summary of changes made , progress
    - ii. Linkage from APU/assessment to finding
    - iii. Marketing- flyer
- V. ILO assessment update
- VI. Interdisciplinary degrees- PLO assessment
- VII. Additional topics:

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SLOAC Meeting Notes – Mar 28, 2017

Present: Laura Forlin, Marty Zielke, Heather Casale (chair), Ann Elliott, Todd Barraza, Samantha Kessler, Dr. Jeffrey Lamb, Ngheim Thai (guest), Maril Bull, Susan Andrien, LaShaune Fitch

| Agenda Item                       | Discussion   | Action Item  |
|-----------------------------------|--|--|
| 1. Approval of Agenda             | none   | Approved agenda  |
| 2. Approval of Past Meeting Notes | Hard and electronic copies provided  | No action  |
| 3. Accreditation                  | AFR update on data requested and provided, timeline of SLOAC activities from Oct to current. AC's will continue to track their time and interactions, to be added as evidence in response. Maril now helping with data as role in AFR. Acceleration plan provided and reviewed. Discussion of "100%" criteria, plan is to have all currently offered courses be assessed in order to comply with 100%. | List sent to SLOAC to review and provide input.  |
| 4. Semester Action Plan           | <p>Assessment spreadsheets reviewed, will now be adding PLO and SAO data. When sent to dept with message to review allowed for identification of courses not being offered, not listed and update of data.</p> <p>Discussion of sending list to campus of all courses and instructors that need assessment this semester</p> <p>Assessment week plans, date, location discussed. Will</p>              | <p>VPI has met with or requested meeting with all departments with assessment rates &lt;50%, HC attended several.</p> <p>President should be sending an assessment email to campus, alerting to assessment week, AC schedules for that</p> |

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|        | <p>plan for 3<sup>rd</sup> floor S bldg. shell space. Display posters and allow for open entry. Attendees will sign in.</p> <p>Discussion of interweaving of curriculum and sloac. Ideally, curriculum would id courses not updated in specific time frame, and deactivate, thus improving # of courses needing assessment as the course is listed as active, but not being offered/taught/updated.</p> | <p>week, ILO participation.</p> <p>HC will develop and disseminate the list.</p> <p>Will plan for assessment week for 17<sup>th</sup>-21<sup>st</sup>. Coordinators will create posters on ILO, assessment examples, CCSSE results, summary of changes, progress of assessment. AE idea to provide stickers and ask attendees to identify, with color, assessment results, plans that they identify with. SK will pursue having flyers made to market event.</p> <p>AC's will meet 4/4 to finalize plans.</p> |
| 7. ILO | <p>Luncheon was poorly attended, only 6 attendees. Discussion of ILO process, plan will be for re-evaluation and development of new plan before next</p>  | <p>LF would like to join IEPI team on site visit to Skyline College to determine methods they are using.</p>  |

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|                   | ILO assessment cycle begins in Fall 17.          | Current ILO's are 8 years old, will need campus wide evaluation and possible updates to ILOs. |
| SLOAC meetings    | Next scheduled meeting falls during Spring Break | Moved to 4/25   |
| Meeting adjourned |  |   |

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# MERRITT COLLEGE

SLOAC  
Apr 4th, 2017  
2:00 – 3:30 p.m., Room S435

## AC'S SPECIAL MEETING: AGENDA

- I. Agenda Review, Changes and Adoption
  
- II. Assessment Week/Fair
  - a. Location requested for S bldg shell space
  - b. Presidents email
  - c. AC's hours of availability
    - i. Where/how available
  - d. Posters:
    - 1. Progress
    - 2. Linkage from APU/assessment - Heather
    - 3. Specific highlights from each division/student services
    - 4. ILO summary
    - 5. CCSSE- Samantha
    - 6. Additional ideas
  - ii. Marketing- flyer- Samantha

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SLOAC Meeting Notes – Apr 4<sup>th</sup>, 2017. Special session, AC’s planning for Assessment week

Present: Laura Forlin, Marty Zielke, Heather Casale (chair), Ann Elliott, (guest), Susan Andrien,

| Agenda Item                        | Discussion   | Action Item   |
|------------------------------------|--|---|
| <p>1. Plan for assessment week</p> | <p>S bldg. shell space reserved. Schedules for each AC obtained and will host those hours in the space.</p> <p>Poster topics identified and discussed. One idea for summary of previous ILO assessments: communication and quantitative reasoning. Would then ask attendees to identify, using color coded sticker dots, those ideas that they agreed with/are trying/would like more info on/etc.</p> <p>Will need sign in sheet, post-survey, and photos</p> | <p>Will send location and schedules to S.Kessler for flyer creation.</p> <p>AE will create Div I example from I.S assessment plan. HC will create one from Div II, S.A will create additional from Div I, MZ will create from student services, LF will create ILO summary and request for feedback/suggestions on process of ILO assessment and plan going forward. SK will create CCSSE poster board identifying what, why’s of CCSSE as results will not yet be available. HC will develop one highlight linkages between assessment and funding utilizing APU data.</p> <p>Will request ILO summary poster be created by TB</p> <p>HC will provide sign in sheet, will request Lfitch to create post survey. HC</p> |



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|              |  | will ask SMay to attend and take pictures.  |
| 2. Marketing | Would like to follow up President's email with details before Spring Break.  | SK will request flyers to be created. Will request she email flyer to campus prior to Spring Break if possible. HC will email campus with details and reminder Monday of assessment week. |
| 3. Supplies  | Will need tables, easels, partitions, balloons, refreshments<br>Will provide copies of website, contact info, word doc | HC will request and/or provide<br>HC will provide   |
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**Student Learning Outcomes Assessment Committee (SLOAC)**

**April 25, 2017**

**2:00 – 3:30 p.m., Room S435**

**AGENDA**

- I. Agenda Review, Changes and Adoption
- II. Accreditation
  - a. CR6 response requests/updates
    - i. Evidence request list
  - b. ACCJC specifics,update
  - c. Completion stats - Maril
- III. Semester Action Plan and Updates
  - a. “Naughty” list - weekly updates, outcomes
  - b. follow up on 60 “in progress” for results
- IV. Assessment Week/Fair
  - i. Results/review
  - ii. Posters to Spring Summit
- V. Fall semester
- VI. Assessment of committee goals
- VII. Interdisciplinary degrees- PLO assessment
- VIII. Additional topics:

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SLOAC Meeting Notes – Apr 25, 2017

Present: Marty Zielke, Heather Casale (chair), Ann Elliott, Todd Barraza, Dr. Jeffrey Lamb, Ngheim Thai (guest), Maril Bull, Susan Andrien, LaShaune Fitch, Lilia Chavez, Rosemary Delia

| Agenda Item                       | Discussion  | Action Item   |
|-----------------------------------|---|---|
| 1. Approval of Agenda             | none  | Approved agenda   |
| 2. Approval of Past Meeting Notes | Hard and electronic copies provided   | No action   |
| 3. Accreditation                  | <p>AFR evidence request reviewed. So far, same evidence as previously submitted. All agendas/minutes on website and up to date.</p> <p>Up to date completion data provided by M.Bull and reviewed. Including all in progress (63 of these) we are at 89% completion. Still have ~35 courses without assessment plans offered this semester. Next steps discussed, elevating past Dean’s to VPI/President for support.</p> <p>Update on VPI communication w/ACCJC, our goal remains compliance with “100% assessment of all current courses” and expectation is that we will be held to that standard.</p> <p>Significant discussion of APU/PR/budgeting process on campus and importance for SLOAC verification to be added to the process. Steps required for this were discussed and identified. SLOAC role would be to</p> | <p>AC’s will track and submit their interactions after end of semester to capture all meetings.</p> <p>Will send out weekly updates with noncompliant course/instructor list to campus. VPI office will schedule 1:1 meetings with faculty w/AC’s present to enter assessments t that time. Will forward list of courses/names to President to send personal email.</p> <p>SLOAC would need to discuss/present idea to CEMPC and CIC.</p> |

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|                                  | ensure alignment of budget requests with learning outcome assessment.  |  |
| 4. Semester Action Plan          | <p>Non-compliant list send to campus last week. Some response seen, few assessments were entered.</p> <p>Will need plan to follow up on the ~63 courses that have plans but will need results/action plans to ensure they are completed.</p>   | <p>Will continue to send out weekly updates. See above.</p> <p>Will compile a list by Division and send to AC's. Will start to send targeted email reminders and offer AC support to complete. Remind of stipend for adjuncts.</p> |
| 5. Assessment Week               | <p>Survey results compiled and reviewed, then provided to AFR team as evidence. Feedback was that we could advertise more prior to assessment week, but attendees indicated they learned something and found the info useful. Will re-present posters at Spring Summit and have same survey available to collect additional results. Changes to ILO poster to solicit feedback discussed</p> | <p>H.Casale will meet with T.Barraza to discuss changes to ILO poster.</p>   |
| 6. Fall semester                 | <p>H.Casale will continue as chair of SLOAC, but not as assessment coordinator. Will need to find replacement</p>  |  |
| 7. Assessment of committee goals | <p>3 goals reviewed and progress of SLOAC for each was rated by each member on 0-100 scale, tallied and reviewed. Goal #1- average was 20. Discussion focused on low turnout of faculty to participate.</p>  | <p>Will prioritize revamping ILO assessment process in Fall semester due to historically low turnout. Consider assigning ILO's to relevant disciplines</p>   |

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|                              | <p>Goal #2 average 85.5. Visibility and understanding of assessment improved, felt this is primarily due to having AC's provide 1:1 support to faculty as well as ongoing campus wide communications.</p> <p>Goal #3 average 72. SLO's and SAO's doing well, but still need improvement in PLO assessment numbers.</p> | <p>(ie. quant reasoning to Math dept).</p> <p>Will provide "push" and reminder with end of semester communications that SLO assessment might be appropriate to double as PLO assessment as well.</p> <p>Will revisit committee goals in Fall</p> |
| 8. Interdisciplinary degrees | <p>Goal of choosing 1 at a time to focus on agreed upon. Will start with Behav/Social Sciences degree as biggest on campus. Brainstormed ideas for bringing faculty together, either in person or online. Consider use of survey of faculty in degree to solicit assessment results/plans.</p>                         |  |
| Meeting adjourned            |  |  |

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# Merritt College

## Student Learning Outcomes Assessment Committee (SLOAC)

May 9, 2017

2:00 – 3:30 p.m., Room S435

### AGENDA

- I. Agenda Review, Changes and Adoption
- II. Accreditation
  - a. completion stat updates- Heather/Maril
- III. Semester Action Plan and Updates
  - a. “Noncompliant” list - weekly updates, outcomes
  - b. follow up on 60 “in progress” for results- plan
  - c. ILO luncheon
  - d. Condensing repeatable courses in TS
- IV. Spring Summit- SLOAC presentation and posters
- V. Stipend request form -requested changes- Dr. Lamb
- VI. Fall semester
  - a. priorities: ILO, PLOs
  - b. continuing current structure with modifications 3 Divisions
  - c. Assessment calendar- update for Fall
  - d. ideas from other colleges- Samantha and Rosemary
  - e. changes to Taskstream
- VII. Interdisciplinary degrees- PLO assessment
  - a. Behavioral and social sciences
- VIII. Additional topics:

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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.

SLOAC Meeting Notes –May 9th, 2017

Present: Heather Casale (chair), Ann Elliott, Todd Barraza,, Ngheim Thai (guest), Maril Bull, Susan Andrien, LaShaune Fitch, Laura Forlin, Samantha Kessler

| Agenda Item                       | Discussion  | Action Item  |
|-----------------------------------|---|--|
| 1. Approval of Agenda             | N.Thai requested to add midterm accreditation update  | Added and agenda approved  |
| 2. Approval of Past Meeting Notes | Electronic copies provided  | No action  |
| 3. Accreditation                  | <p>N.Thai presented members with specific documentation requests that will be needed for ACCJC midterm report.</p> <p>Current stats reviewed, as of last week we are at 91% completion of assessment of current courses, including those in progress. Will need to follow up with ~65 courses to remind to enter results and plan.</p>              | <p>Members agreed to add this documentation collection as a standing item for Fall agendas</p> <p>See below for actions</p>  |
| 4. Semester Action Plan           | <p>Noncompliant list was elevated to VPI office and faculty were asked to attend 1:1 meetings. Significant response seen and list of courses w/out plans is much smaller (~10). Next step will be to have VPI or President follow up with phone call.</p> <p>In progress list is ~65 courses and will need follow up. Plan of action discussed.</p> | <p>Email sent today by H.Casale to faculty, deans and chairs of those still on list. VPI office followed up today with those on list asking for appointment to discuss.</p> <p>H.Casale will send campus wide email reminding faculty to enter assessment results and action plan. Div I and II AC's will send targeted email to indiv faculty, deans reminding of specific courses that</p> |

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|                  | <p>ILO luncheon will be held Mon 15th. LForlin will email to all campus to invite.</p> <p>Condensing repeatable courses in TS. Discussion of when and whether to condense. Many courses in series have different SLO's so would be challenging to condense. Unknown what curriculum guidelines are.</p>   | <p>have plans but need results. Once completion date passes, after finals and grades, will elevate list to VPI office for follow up.</p> <p>L.Fitch will f/u with assessment listserv to ask what other campuses do with these courses.</p>   |
| 5. Spring Summit | <p>Posters for summit currently w/H.Casale and will be updated on Thursday with ILO poster changes.</p> <p>Assessment presentation ideas and goals discussed. Will facilitate discussion among participants asking them to "share your assessment" What method was used? Why? Results? Any interesting or surprising results? What changes were made to assessment method/SLO/pedagogy, etc</p> | <p>H.C will deliver to S.Kessler on Thursday to bring to summit.</p> <p>Will start with presentation of status of assessment campus wide (L.Fitch/M.Bull), then brief discussion of ILO actions as received during gallery walk at lunch (L.Forlin), then group discussions of assessment ideas. H.Casale will facilitate report out at end on ideas.</p> |
| 6. Fall semester | <p>H.Casale will continue as chair of SLOAC, but not as assessment coordinator. Will need to find replacement.</p>  |   |

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| 7. Stipend request form   |   | Tabled until Dr. Lamb can be in attendance to discuss   |
| 8. Fall semester planning | <p>Discussed prioritization of goals for Fall semester. Agreed will focus on PLO and streamlining assessment with alignment w/SLO's/ILO's. Will also delve into revamping ILO assessment methods. CCSSE data will be available in July and can be reviewed/discussed in Fall. Will work to incorporate SLOAC into APU review process.</p> <p>Current structure/support of SLOAC to continue with incorporated change from 2-3 divisions.</p> <p>Ideas from other campuses presented by S.Kessler- Assessment day which focused on large data collection in short timeframe, R.Delia had emailed H.Casale ideas from other campuses including creation of videos to educate/assist on assessment</p> <p>Changes to TS for Fall will be to change from year cycles to semester. EX: Instead of just listing "17-18" will change to "Fall 17-18, Spring 17-18, Summer 17-18"</p> | <p>H.Casale will update assessment calendar for Fall and sent to SLOAC for amendments/changes.</p> <p>Will need to find another assessment coordinator for (new) Div II</p> <p>Will add to Fall agenda for in depth discussion and planning</p> |
| Meeting adjourned         | No further meetings this semester   | Will reconvene in Fall  |
| Addendum                  | online discussion among members from 5/11-5/16 regarding additional item to add to priorities for Fall including "Review and Revision of Assessment Acceleration Plan".   | Will add to agenda for discussion in Fall semester.   |

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SLOAC Meeting Notes June 5th, 2017

Present: Heather Casale (chair), Ann Elliott, Susan Andrien, Laura Forlin

| Agenda Item | Discussion   | Action Item   |
|-------------|--|---|
| 1. PLO plan | <p>Goal is to continue to build upon assessment work completed in the Fall and utilize for PLO level assessment. Challenges include not having as many faculty on campus, or accessible.</p> <p>Current list of all state approved degrees and certs provided to all AC's.</p> | <p>Will prioritize working with faculty teaching over summer, contact others via email with plan and resources for Fall PLO assessment.</p> <p>HC will present list to AFR team to discuss cut off point for those "too small to count", meaning perhaps &lt;10 students received degree/cert in current 3 year cycle. Once list is finalized, will divide into divisions. Ann/Susan will take Div I, Heather/Laura Div II. Will then work with faculty/PDs to identify possible course level assessment that could align with PLO and use that. Programs with unclear SLO to PLO alignment will be contacted and request meeting very early Fall to evaluate and revise PLO's and develop plan for Fall assessment.</p> <p>HC will f/u w/SK to request updated list of # of degrees/certs earned this academic year.</p> |

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| 2. Resources     | AC's will be compensated for summer work                  | HC will submit request to VPI for compensation for AC's.   |
| 3. Fall Flex Day | Briefly discussed plan for Fall flex 20 min presentation. | Focus will be on PLO assessment with resources provide (ie templates for mapping, examples and offer of AC availability) |
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