

**Meeting Minutes****2-25-2021****1:30-3:00pm**Meeting Zoom Link: <https://cccconfer.zoom.us/j/95878003129?pwd=YUJSVVJjZFZDWGNoa2RwOFZKM1hkdz09>**MEMBERS:**

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Laura Forlin		
X	Heather Casale		
X	Sun Young Ban		
X	Evan Nichols		
X	Marty Zielke		
<b>NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Maria Spencer		
X	Chriss Foster		

**GUESTS:**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 1:30pm	
II. Adoption of Agenda	Agenda was adopted without objection. All approved.	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	Minutes approved.	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
IV. Action Items/ Presentations	<b>Identify Topic of Discussion</b> <ul style="list-style-type: none"> <li>• Coordinator check in (ACCJC standards 1B1 &amp; 1B2) Accreditation – SLOAC website           <ol style="list-style-type: none"> <li>a. Spreadsheet uniformity</li> </ol> </li> <li>• Spring ILO Flex Day discussion of approach - critical thinking</li> <li>• C-net PLO and ILO support</li> </ul>	
V. Standing Items	<b>Assessment/Goals</b> <ol style="list-style-type: none"> <li>1. All division coordinators continue working with their division department chairs and program directors, around all assessment (SLO, PLO, ILO).  <u>Marty</u> working weekly with Service Areas (EOPS, Sankofa, etc.) and is assisting with surveys to assess these areas. She is also</li> </ol>	<ol style="list-style-type: none"> <li>1. Division Coordinators continue to work with and provide support to their division on assessment work. Plan to update the spread sheets ongoing and annually send to departments to ensure accuracy. We will look at the spreadsheets at our next meeting.</li> </ol>

	<p>working with Dr. Chavez on updating SAO's and developing surveys to assess the 3 new SAO's. SAO # 1 has already been completed and #2 is in progress. Marty and Dr. Chavez are working with Nathan to develop the surveys.</p> <p>Evan is working with English to complete SLO assessment (to be done during a working department meetings, as well as complete curriculum updates. Heather has heard back from all Division 3 departments following sending out the spreadsheet for feedback and many new requests for SLO support have come from this action. Plan to update the spread sheets annually and send to departments.</p> <p>Laura is also getting requests to meet with individual faculty for SLO support and revisions.</p> <p>We all had updated our google spreadsheets (SLO assessment by department/program) but after looking at them again today we will make additional changes for clarity.</p> <p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• See above</li> </ul> <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
VI. New Business	<p><b>Identify Topic of Discussion</b></p> <ol style="list-style-type: none"> <li>1. No new business</li> </ol>	<ol style="list-style-type: none"> <li>1. Denise offered to have us attend a managers meeting to give an overview of assessment of administrative outcomes. Marty and Lilia have a draft of an excellent example. Then, coordinators could schedule 1:1 meetings with admin to help them develop their outcomes and plan for methods of assessment. Marty/Lilia, could I ask you to share the draft you showed at the meeting? I know it's not done, but it's a great starting place. Denise asked that we send "homework" to administrators prior to meeting with them to get them started. Another thought is that assessment of ALOs could be incorporated into the Annual Planning Summit.</li> </ol>

VII. Old Business	<p><b>Identify Topic of Discussion</b></p> <ol style="list-style-type: none"> <li>1. Review Google docs for consistency across Divisions – See above</li> <li>2. Administrative area data – no changes; will revisit next meeting</li> <li>3. Spring Flex ILO planning – Critical Thinking</li> <li>4. C-net level assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. See above.</li> <li>2. AOU – f/u after flex with Administrators</li> <li>3. Brainstormed ideas for Flex day. Laura and Sun Young to send out docs that may be used to the SLOAC group. We will finalize Flex Day Critical Thinking ILO event next meeting.</li> <li>4. Denise will reach out at the district to see if she can get us support for CNET issues like PLO and SAO assessment. There is support for the curriculum side but not assessment. Waiting for news.</li> </ol>
VIII. Announcements	<ul style="list-style-type: none"> <li>• List announcements n/a</li> </ul>	
IX. Adjournment	Meeting adjourned at 3:00 pm	