

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. 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. Members will reach out to members of all campus constituencies (business office, classified, admin, etc) to invite to

	<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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