

**Meeting Minutes****3-25-2021****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   | Denise Richardson |  |  |
| X   | Simon Chan        |  |  |
| X   | Michael Cooper    |  |  |

**GUESTS:**

| <b>AGENDA ITEM</b>                | <b>DISCUSSION</b>  | <b>FOLLOW-UP ACTION</b>  |
|-----------------------------------|--|--|
| I. Call to Order                  | Meeting called to order at 1:35pm  |  |
| II. Adoption of Agenda            | Agenda was adopted without objection.<br>All approved.   | Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>  |
| III. Approval of Minutes          | Minutes were approved.   |  |
| IV. Public Comments               | Michael Cooper asked to be added here at the start of our meeting. He stated we were in violation of the Brown Act since our agenda was not posted a minimum of 72 hours prior to the meeting and he said we needed to stop the meeting. As chair, I let him know I appreciated him coming and sharing this information as I was not aware of this rule, however, now that I am aware, I will post all future tentative agendas to our SLOAC page 72 hours or more before all future meetings. We continued the meeting in good faith that we will comply going forward. | All future tentative agenda's will be posted on the SLOAC website 72 hours in advance of all future meetings.  |
| V. Action Items/<br>Presentations | <b>Identify Topic of Discussion</b> <ul style="list-style-type: none"> <li>Coordinator check in (ACCJC standards 1B1 &amp; 1B2)</li> <li>Spring ILO Flex Day update</li> </ul>   | Coordinator check in (ACCJC 1B1 and 1B2) <ol style="list-style-type: none"> <li>Evan continuing to work with faculty in Division 1, 1 on 1, to get assessments complete.</li> <li>Heather working with Fire Science to get their SLO assessment</li> </ol> |

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|                           |   | <p>complete and they are making good progress.</p> <ol style="list-style-type: none"> <li>3. Laura is working with Bus, Real Estate, Math and Astronomy every Friday and making good SLO assessment progress in those areas.</li> <li>4. Marty has made huge strides in the Service Areas, documenting solid evidence of assessment done in this area, including new satisfaction surveys. Marty to send this evidence to Henry Mai for posting to our website.</li> </ol> <p>Spring Flex Day ILO Assessment:</p> <ol style="list-style-type: none"> <li>1. Laura thanked all for their participation, including the great examples shared by Heather, Evan and Sun Young. We all agree we will want to incorporate Sun Young's graphic on our webpage.</li> </ol> |
| <p>VI. Standing Items</p> | <p><b>Assessment/Goals</b></p> <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).</li> </ol> <p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> | <p>As above.</p>   |
| <p>VII. New Business</p>  | <p><b>Identify Topic of Discussion</b></p> <ol style="list-style-type: none"> <li>1. Planning for next year</li> <li>2. Nghiem Thai to discuss proposed C-net changes</li> </ol>  | <ol style="list-style-type: none"> <li>1. All coordinators willing to continue in their roles next year. Dr. Richardson will need to post the positions at the end of the semester, including SLOAC chair. Sun Young willing to continue on the committee.</li> <li>2. Nghiem said following a curriculum meeting district wide, there was a proposal to standardize assessment proposal titles. We unanimously agreed to this change. The second proposal was to include dates for each SLO so tracking may be able to be done by C-net. Anyone can change those dates and we have some reservations. He will bring these back to the next district meeting and provide us with examples of reports that may be generated.</li> </ol>                             |

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| VIII. Old Business | <b>Identify Topic of Discussion</b> <ol style="list-style-type: none"> <li>1. Administrative areas assessment plans</li> <li>2. C-net level assessment</li> </ol> | Admin. Assessment <ol style="list-style-type: none"> <li>1. Per our discussion, each of the division coordinators will reach out to their Dean and offer support for their area's assessment. Laura to email Nghiem to see if these can be documented in C-net.</li> </ol> C-net support: <ol style="list-style-type: none"> <li>2. Dr. Richardson present and said she will follow up with the district to secure C-net Assessment support.</li> </ol> |
| IX. Announcements  | <ul style="list-style-type: none"> <li>• List announcements<br/>n/a</li> </ul>  |   |
| X. Adjournment     | Meeting adjourned at 2:35 pm  |   |