

Compilation of
Student Learning Outcomes
&
Assessment Committee
(SLOAC)
Meeting Agendas & Notes

August 2014 to May 2015

SLOAC Meeting

September 22, 2014

GE118

3:30-4:30

Agenda

Committee Membership

Meeting Dates & Times

Spring 2014 SLO Reports in TracDat by October 10th

ISLO #3 Assessment, Global Awareness & Social Justice

2012 CCSSE Results

Other

Minutes of September 22, 2014

SLOAC Meeting

GE 118 at 3:30-4:30

Attendees: Alan Johnson, Celia Cruz, Rebecca Gámez, Sanhita Datta, Kim Nguyen, David Lomax

The meeting began at 3:30.

Agenda:

1. Committee Membership: still need more members from other departments and divisions for better representation and dispersal of information.
2. Meeting Dates and Times. Given that the Committee was not meeting regularly last year, we have decided to meet every week in October: Monday 6, 13, 20, and 27. Monday October 6 we will use the meeting to hold an “open house” for those needing help entering assessment reports onto TracDat.
3. Spring 2014 SLO Reports in TracDat due October 10th. The “open house” will be an opportunity for people to drop in and encourage them to meet the deadline.
4. ISLO #3 Assessment, Global Awareness and Social Justice. The Committee discussed possible assessment tools for this ISLO. We had previously discussed using data from a survey conducted by the Research & Institutional Effectiveness office. Joyce Liu will join us at the next meeting to discuss this possibility.
5. 2012 CCSSE Results. The Committee revisited our decision to use some of this data for last year’s assessment. Celia will bring the data for the questions we had selected to an upcoming meeting.
6. Other: SLOAC Charge. The Committee decided to review our official charge in order to see if any changes need to be made. We will discuss at a future meeting. There was general discussion about questions people have been fielding; for example, how long to keep SLO assessment “data”, like exams. Consensus was for 3 years.

SLOAC Meeting

September 29, 2014

GE118

3:30-4:30

Agenda

Committee Membership

Meeting Dates & Times

Fall 2013 Some SLO Outstanding

Spring 2014 SLO Reports in Trac Dat by October

TracDat Drop in Sessions

Mapping in TracDat

Introduction of Dr. Joyce Lui, Research Analyst (3:45-4:00)

ISLO #3 Assessment, Global Awareness & Social Justice

2012 CCSSE Results-Emailed Dr. Hawley

PSLO Assessments

Service Outcomes Assessment

Other

Next Meetings: 10/6/2014; 10/13/2014; 10/27/2014

September 29, 2014, SLOAC Meeting Notes

GE 118 at 3:30-4:30

Attendees: Joyce Liu, David Lomax, Allen Johnson, Celia Cruz, Rebecca Gamez, Sanhita Datta, Kim Nguyen, Duncan Graham

Agenda:

1. Meeting Dates and Times: In October the meetings are set for every Monday from 3:30-4:30, other months TBD.
2. Fall 2013 Some SLOs are still outstanding. Need to have discussions between VP and Deans and People who have not turned them in. It was discovered also that sometimes, it was entered incorrectly or in wrong locations (like under PSLO instead of CLSO area) , so some people had to go in to fix it.
3. Spring 2014 SLO reports are due in to TRACDAT by Friday October 10, 2014
We have been and will be holding more Drop-In TracDat sessions to help people input data.
4. Joyce Liu is our Research Analyst for our college from DO and will help us with data for our assessments (as well as divisions etc.)
5. Currently we are assessing ISLO #3-Global Awareness and Social Justice. Joyce recommended using a survey that was mass emailed to entire student population in Spring 2014. Around 200 respondents completed survey on "Diverse Learning Environment Survey" composed by DO's Office of Student Success and Effectiveness. We will be using the results of this survey to assess this ISLO. There were discussion about whether to have professors assess and some thought that it's the student experience of this ISLO is more important than instructor's survey. We may use some CCSSE if they also align with ISLO we are evaluating.
6. 2012 CCSSE results. We are still awaiting the information we needed from CCSSE to complete our other assessment, which had not been given to us. A request has been sent to Dr. Hawley and Joyce stated she will follow up to make sure we get % from the questions we were interested in.
7. PSLO assessments are not been done to 100%. CSLO are moving towards 100%, but people are forgetting that PSLO must also be evaluated. VPs and Deans are to make sure everyone is aware of the equal importance of inputting PSLO data and it is also due on same date as CSLO October 10. A discussion ensued about getting people to turn in CSLO at all and on time and also PSLOs seem to be an even lower priority and a few ideas about how to try to get these to 100%. VP and Deans will try to get these results in at 100%.
8. Service Outcome Assessments- Offices of president, vp, etc. have their own assessments that are the counterparts to PSLO. They need to assess and also eventually they will also be entered in TRACDAT, though currently they are not.
9. October Meeting Dates: Oct 6, Oct 13, Oct 20, and Oct 27. November and December dates will be scheduled as the semester progresses.

The October 6th is a special open house to help Drop-In Trac Dat people to help them beat the Oct 10 deadline. Members (SLO experts) will come to help others who drop in for help on TracDat.

The proceeding meetings will be assessing ISLO 3 and other agenda items.

Adjourned at 4:30.

SLOAC Meeting Notes

October 6, 2014

GE118

3:30-4:30

Agenda

Drop In Session for SLO Reporting in TracDat in GE118

SLOAC Meeting Notes, October 6, 2014

GE118, 3:30-4:30

Present: R Gamez, K. Nguyen, S. Datta, C. Cruz-Johnson, A. Johnson, D. Lomax

Excused Absence: D. Graham

Agenda

Drop In Session for SLO Reporting in TracDat- The SLOA Committee members were in GE118 to assist any college employee who dropped by the Professional Development Center in need of help.

SLOAC Meeting

October 13, 2014

GE118

3:30-4:30

Agenda

Committee Membership

November & December 2014 Meeting Dates

Spring 2014 SLO Reports in TracDat by October

Mapping in TracDat

2013 CCSSE-Inclusion of ISLO Questions

Items to consider for ISLO #1 Communication:

Series #4 of Questions; Items a -c, f, l, j, k, l, r, s, & t

Series #12, Items: c & h

Items to consider for ISLO #2 Critical Thinking:

Series #4, Items: d, h, n

Series #5: Items: b-f

ISLO #3 Assessment, Global Awareness & Social Justice (See Joyce for list of questions from survey used at SJCC).

PSLO Assessment

Service Outcomes Assessment

Other

October 13, 2014, SLOAC Meeting Notes

GE 118 at 3:30-4:30

Attendees: David Lomax, Alan Johnson, Celia Cruz-Johnson, Rebecca Gamez, Sanhita Datta, Kim Nguyen, VP Duncan Graham

Agenda:

7. Committee Membership: There is still a need for additional members from other departments and divisions for better representation and dispersal of information.
8. November and December meeting dates set for 1st and 3rd Monday every month: Nov 3, Nov 17 Dec 1, Dec 15 and maybe other dates if needed. Time is still 330-430pm.
9. Fall 2013- Some Fall 2013 SLOs are still outstanding.
10. Spring 2014 SLO reports were due in to TRACDAT by Friday, October 10, 2014
We are still looking at final reporting to see which ones and how many are missing.
Also need to map CSLOs to PSLO. Mapping needs to be emphasized since most are NOT being done. Need to notify dean to make sure it is done.
11. 2013 CCSSEE- Joyce sent the data we requested for ISLO #1 and ISLO #2. We now have data but will analyze data next time (10/20) and see how to proceed with discussions across campus from information to complete ISLO assessment.
12. Currently we are assessing ISLO #3-Global Awareness and Social Justice. We need to request questions from Joyce from "Diverse Learning Environment Survey" composed by DO's Office of Student Success and Effectiveness, so we can use the results of this survey to assess this ISLO #3. It was decided to keep the two assessments separate and use CCSSEE for ISLO #1 and #2 and this second survey for ISLO #3 for this year's assessment. The CCSSEE may be too old since it was done earlier, we will keep it to finish the evaluation of ISLO #1 and #2 only that was planned as last year's assessment which were not done then.
13. PSLOs- PSLO assessments are not been done. Every program must have SLOs (in alignment to CSLO) and they must also be assessed and have assessment cycles similar to CSLO. SLOAC team will send out reminder that PSLO need to be assessed and discussed and entered. The due dates are the same due dates as CSLO, but this semester have been extended to end of semester reporting for Spring 2014. Fall 2014 assessment need to be considered and implement and data taken before end of year to be ready for analysis in Spring 2015. Academic Senate needs to be involved with PSLO assessments. Some members feel that the information for these assessments are not clear and obvious that it was necessary to be done. The information was in the handbook but maybe the deans need to be more proactive about informing and getting reports done. Academic Senate may need to also be pro-active about information dissemination.
14. Service Outcome Assessments- No offices have assessed their offices yet. Each division and office (i.e. Office of President, Office of Academic Affairs, Student Affairs, and Administrative Services, etc.) have services they offer, and they need to come up with what outcomes they want to assess and then assess and analyze and write up SOAs.

15. October Meeting Dates- October 20 next meeting:

- a) We will discuss the newsletter template that Celia is making. The newsletter will remind people of PSLO assessment and show sample assessment cycle table to remind people to rotate assessment (similarly to CSLO) and also mapping and due dates. Newsletter will be delivered electronically as well as hard copies at strategically placed locations.
- b) We will analyze data from CCSSE to decide on how to proceed with analysis and discussion
- c) We will hopefully have copy of questions from "Diverse Learning Environment Survey" from Joyce so we can choose questions we need data of to proceed with analyzing ISLO #3.

Adjourned at 4:35.

SLOAC Meeting

October 20, 2014

GE118

3:30-4:30

Agenda

Committee Membership

November & December 2014 Meeting Dates

Newsletter Design

Began Review of Spring 2014 SLO Reports in TracDat by October 10th

Mapping in TracDat

Discussion of 2013 CCSSE-Inclusion of ISLO Questions

Items to consider for ISLO #1 Communication: Series #4 of Questions; Items a -c, f, l, j, k, l, r, s, & t

Series #12, Items: c & h

Items to consider for ISLO #2 Critical Thinking: Series #4, Items: d, h, n & Series #5: Items: b-f

Planning ISLO #3 Assessment, Global Awareness & Social Justice with data compiled by survey done by RIE

PSLO Assessments

Service Outcomes Assessment for A/R, VPAA, VPAS, VPSS, and President's Office

Other

Next Meetings: 11/3; 11/17; 12/1 & 12/15/14

Meeting Notes of October 20, 2014 SLOAC Meeting

GE 118 at 3:30-4:30

Attendees: Alan Johnson, Celia Cruz-Johnson , Rebecca Gamez, Sanhita Datta, Kim Nguyen

The meeting began at 3:40.

Notes:

Committee Membership: There is still a need for more members from other departments and divisions for better representation and dispersal of information

We reviewed that November and December meeting dates are set for 1st and 3rd Monday every month: Nov 3, Nov 17, Dec 1, and Dec 15 and maybe other dates if needed. Time is still 330-430pm. Next week, Oct. 27, Celia will be out of town. The committee decided not to meet that day. Our next meeting will be Monday, Nov 3.

Newsletter design and content. The committee spent some time brainstorming on the type of information that should be included in the newsletter and what it should be called. Important aspects to include are:

- Reminder to assess Program SLOs
- Offer examples of assessment schedules (course and program levels)
- Reminder to complete the “mapping” function when uploading assessment reports on Tracdat.
- Reminder to deactivate old SLOs from Tracdat once Course outlines are revised
- Solicit new members for SLOAC
- Provide link to the SLOAC page on the website (once we confirm it’s working properly)
- Include examples of stellar assessments
- Offer a checklist for SLO assessment planning and implementation (course & program levels). Kim will come up with a draft that will include a flow-chart as well that includes who is responsible for what for the instructional areas.

Celia reported that there are still some Fall 2013 SLO reports still missing from TracDat, though there has been some improvement. There is still a division that hasn’t reached 100% reporting.

Celia has begun reviewing completion of Spring 2014 SLO reports, the verdict is still not in. Dialogue with the deans is still underway.

Also need to map CSLOs to PSLO. Mapping needs to be emphasized since most are NOT being done. Need to notify deans to make sure it is done.

2013 CCSSEE: The committee began analyzing the data from the survey that we had previously chosen to include for ISLOs 1 and 2. A quick review showed that our numbers are not too different

from those of “large colleges”. Sanhita will come up with bar graphs for ISLO 1-related items, and Kim will do so for ISLO 2-related items.

Currently we are assessing ISLO #3-Global Awareness and Social Justice. Celia reported that when she requested the information from Joyce, [from “Diverse Learning Environment Survey” composed by DO’s Office of Student Success and Effectiveness] she was told that only Dr. Hawley had access to that data, and she was unavailable. Consequently, we still do not have access to the necessary data.

The committee revisited the topic of PSLO assessments and how they are not consistently done or reported. There was general discussion of efforts across our own departments and divisions. The checklist and flowchart mentioned above in item #3 may go a long way in improving our numbers.

Service Outcome Assessments. Celia reminded us that each division and office (i.e. Office of the President, office of Academic Affairs, etc. will be revising and/or developing these outcomes , as well as the assessment plan and assessment tools. The committee should be aware of these efforts, and we may be called upon to assist.

Next meeting, November 3.

Adjourned at 4:40.

SLOAC Meeting Notes

November 3, 2014

GE118

3:30-4:30

Agenda

Approval October 20th Meeting Notes

Approval of Revision of Committee Charge

Newsletter Design

Fall 2013 Outstanding SLOs

TracDat Drop in Sessions for Deactivation of Old Course SLOs: October 31st, November

Spreadsheet Of 2013-CCSSE Inclusion of ISLO) Questions Compiled by Dr. Datta and Dr. Nguyen

Planning ISLO #3 Assessment, Global Awareness & Social Justice with data compiled by survey done by RIE

PSLO Assessments

Service Outcomes Assessments for Non-Instruction Areas

Other

Next Meeting: November 17th

Meeting Minutes of November 3, 2014 for SLOAC

GE 118 at 3:30-4:30

Attendees: Alan Johnson, Celia Cruz, Rebecca Gámez, Sanhita Datta

The meeting began at 3:40.

Agenda:

1. Meeting notes from October 20 were reviewed and approved.
2. The committee reviewed the Committee Charge and ideal membership. The Charge was kept as is save for the addition of "Course, Program, and Institutional" before "SLOs" in the first bullet, "procedures related to ___ Slos". The members agreed to reduce the number of staff and classified/administrative staff members to one from each category. Celia said she would reach out to the deans to solicit faculty from Kinesiology and Counseling.
3. Newsletter design and content. Celia brought a mock-up of the newsletter to review. Sanhita said she would come up with an SLO assessment cycle to include in the newsletter.
4. Celia reported that she met with VP Graham and President Breland to discuss outstanding Fall 2013 SLO reports. She offered the Committee's assistance in meeting with those faculty who have not yet posted their results onto TracDat.
5. Celia reported that she held aTracDat drop-in sessions focusing on how to deactivate old Course SLOs from the system on October 31; she will hold another one on November 6.
6. 2013 CCSSEE: The committee reviewed the bar graphs that Kim and Sanhita created from the selected data. There was discussion on how to share this information with the College. It was suggested to write a brief summary for the newsletter and to include a link to the report (yet to be written) on the webpage.
7. Currently we are assessing ISLO #3-Global Awareness and Social Justice. Celia reported that we are still in a holding pattern with respect to getting the questions from "Diverse Learning Environment Survey" composed by DO's Office of Student Success and Effectiveness. It may be that Dr. Hawley believes the committee is requesting more participation from her and Joyce, rather than just the questions.
8. The committee revisited the topic of PSLO assessments across our own departments and divisions. A couple of questions that came up when members liaised with colleagues dealt with the frequency of PSLO assessment, and the process of changing the actual PSLO. Specifically, does the Dean have to approve a change or is it all up to the faculty members? We concurred that it was the latter.
9. Service Outcome Assessments. Celia reminded us that each division and office (i.e. office of president, office of VP, etc.) will be revising and/or developing these outcomes , as well as the assessment plan and assessment tools. No movement has been made on this front as per Celia's communication with the administration. The Committee suggested writing an email message to VP Graham and the President on behalf of the SLOAC offering our assistance and a gentle reminder that compliance is necessary for the Accreditation report. Rebecca will draft a

message and send it out for comment in the next couple of days. Others in the committee will also research other institutions for examples.

10. Next meeting, November 17.

Adjourned at 4:25.

SLOAC Meeting

November 17, 2014

GE118 3:30-4:30p

Agenda

1. November 3 Meeting Notes
2. SLOA Committee charge CAC
3. Newsletter Design Draft
4. Fall 2013 SLOs for Business; need to get to 100% compliance.
5. Three TracDat Drop In sessions
6. Spreadsheet of 2013 CCSSE Data analysis by Dr. Datta and Dr. Nguyen
7. Planning for assessment ISLO #3: Global Awareness and Social Justice, survey done by RIE
8. Example of assessment cycle and mapping from Astronomy course
9. SLOAC requested Academic Senate Additional members
10. An email was sent regarding Service Outcomes Assessments for A/R, VPAA, VPAS, VPSA, and President's office
11. Other

Next Meeting: Dec. 1 (and maybe Dec. 15)

SLOAC Meeting Notes

November 17, 2014

GE118 3:30-4:30p

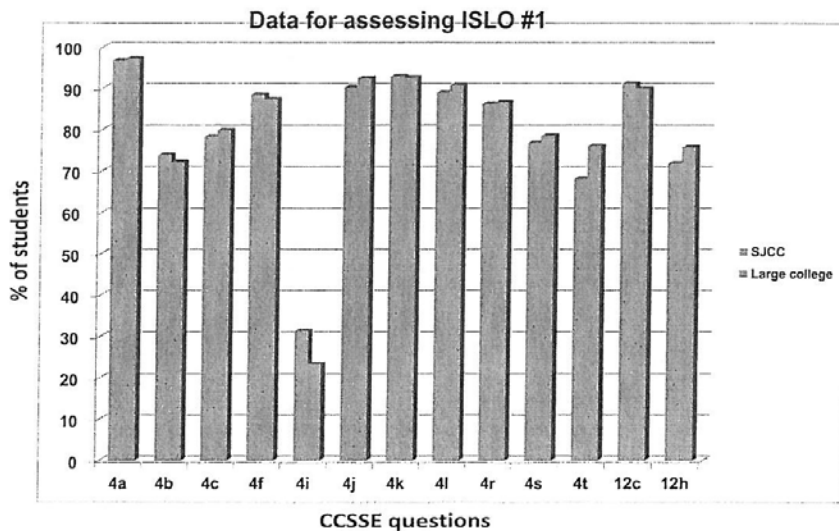
Attendees: David Lomax, Rebecca Gamez, Sanhita Datta, Alan Johnson, Kim Nguyen, Celia Cruz

- November 3 meeting notes discussed and approved.
- Copy of the SLOA Committee charge was submitted to CAC but CAC is undergoing a new committee charge format approval. SLOAC will need to revise according to new format and re-submit accordingly.
- Submit information to include in the newsletter design by Friday. What should be included? How long? One page?
- Fall 2013 SLOs are still outstanding for only one division: Business has high 80% completion. Need to get to 100% compliance.
- Three TracDat Drop In sessions were offered in the last two weeks (10/31 and two in early November) . Deactivation of old course SLOs and activation of new. Also general questions were offered. Not many showed.
- Spreadsheet of 2013 CCSSE data was analyzed for inclusion in ISLO. Data analysis was compiled by Dr. Datta and Dr. Nguyen and will be included in newsletter. (See handout attached.)
- Planning for assessment this year of ISLO #3: Global Awareness and Social Justice with data compiled by survey done by RIE.
- An example of assessment cycle and mapping from Astronomy course was given and will be included as an example for the newsletter and as a handout for people to create and keep track of assessment cycles for CSLO and PSLO for their courses and programs.
- SLOAC requested Academic Senate to request more membership in other fields. It is necessary to get diverse representation so that to SLO information will get disseminated to different division programs to meet 100% completion rate to meet compliance with AJCC.
- An email was sent regarding Service Outcomes Assessments for A/R, VPAA, VPAS, VPSA, and President's office. Service Outcomes are the equivalent of SLOs but for administrative offices. These also need to be 100% completed to meet compliance for AJCC. No response was given to email and no Service Outcomes have been completed to date. (See copy of the email sent on Nov 7, 2014.)
- Open forum discussion on concerns. FA stated at beginning of year that adjunct faculty did not need to write questions for the SLO assessments but they were required to give assessment to classes and analyze and report documents to lead in charge. Lead is supposed to input into TracDat. Some members were concerned because some courses are not their specialty. Gamez gave an example that She is in charge for her department but the Chinese instructor must write the SLO assessment and process it even though she is an adjunct. No full timer is an expert in Chinese in her department, and this person gets some extra pay from Dean to do this.

- Next concern: departments need to map SLO to PSLO and ISLO INSIDE TracDat.
- Next Meeting: Dec. 1 (and maybe Dec. 15)

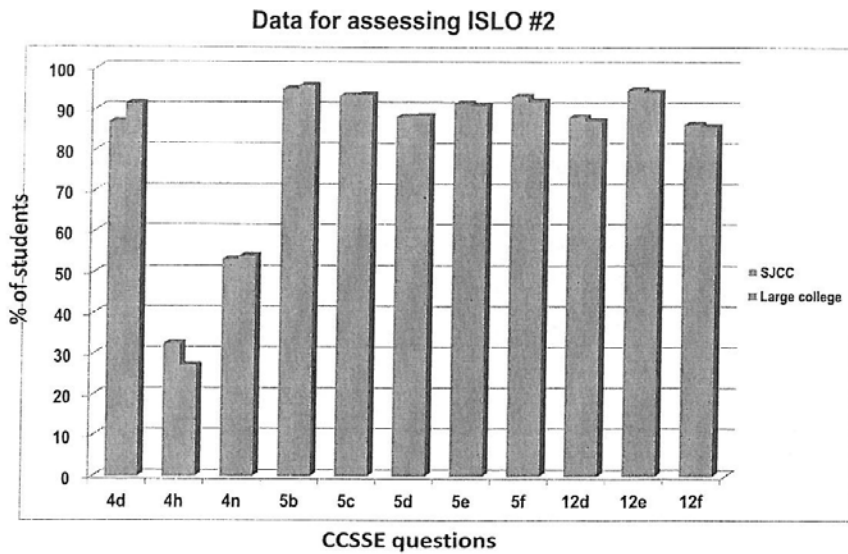
Questions and data for ISLO Assessment # 1

- 4a. Asked questions in class & participated in class discussions.
- 4b. Made a class presentation.
- 4c. Prepared two or more drafts of a paper or assignment before turning it in.
- 4f. Worked with other students on projects during class.
- 4i. Participated in a community-based project as a part of a regular course.
- 4j. Used the internet or instant messaging to work on an assignment.
- 4k. Used email to communicate with an instructor.
- 4l. Discussed grades or assignments with an instructor.
- 4r. Discussed ideas from your readings or classes with others outside of class (students, family members, co-workers).
- 4s. Had serious conversations with students of a different race or ethnicity other than your own.
- 4t. Had serious conversations with students who differ from you in terms of their religious beliefs, political opinions, or personal values.
- 12c. Writing clearly and effectively.
- 12h. Working effectively with others.

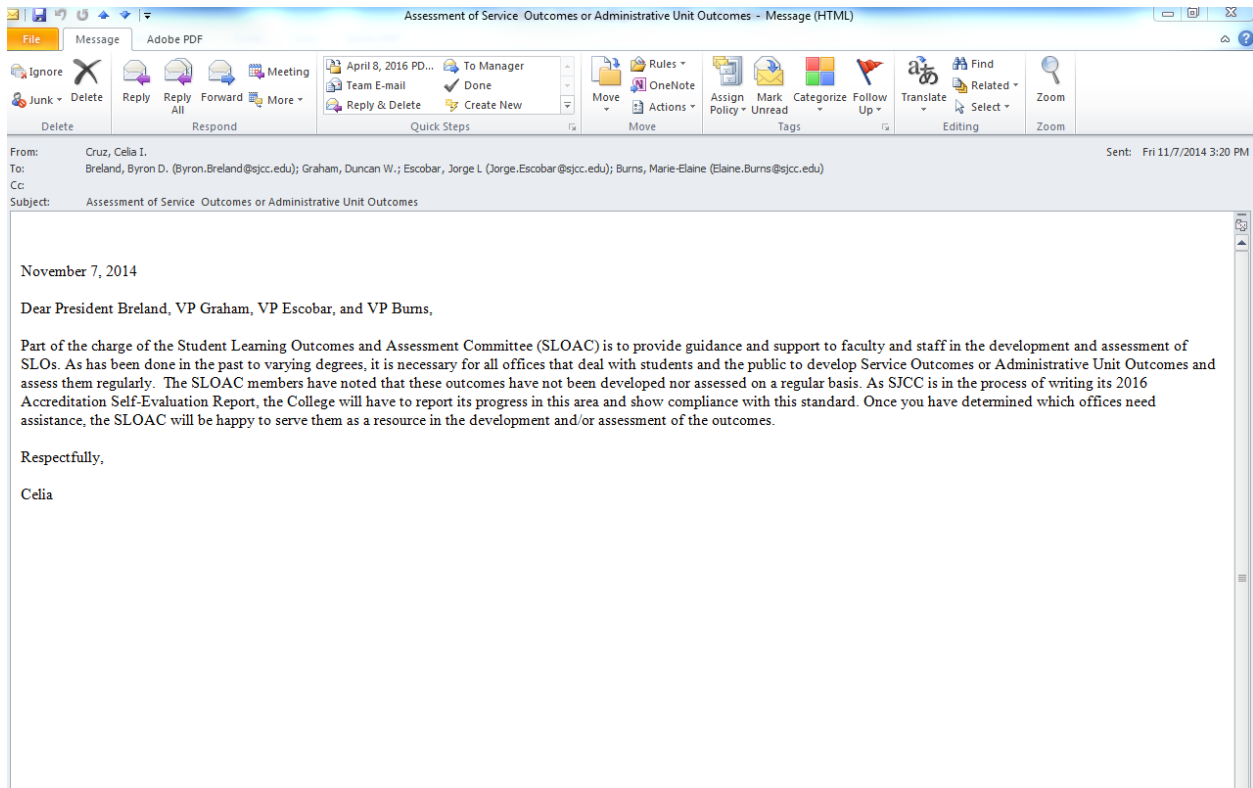


Questions and data for ISLO Assessment # 2

- 4d. Worked on a paper or project that required integrating ideas of information from various sources.
- 4h. Tutored or taught other students (paid or voluntary).
- 4n. Discussed ideas from your readings or classes with instructors outside of class.
- 5b. Analyzing the basic elements of an idea, experience or theory.
- 5c. Synthesizing and organizing ideas, information, or experiences in new ways.
- 5d. Making judgments about the value or soundness of information, arguments, or methods.
- 5e. Applying theories or concepts to practical problems or in new situations.
- 5f. Using information you have read or heard to perform a new skill.
- 12d. Speaking clearly and effectively.
- 12e. Thinking critically and analytically.
- 12f. Solving numerical problems.



Email sent to President and vice-presidents:



SLOAC Meeting

December 1, 2014

GE 118 3:30-4:30pm

Agenda

November 17, 2014 Meeting Minutes

Reviewed document for SLO tree

New member from Kinesiology Coach Debbie (pending approval from A/S)

Update of college's SLO percentage reporting and compliance

January's Professional Development Day 2015, include SLO workshop

For division meetings make presentations

Other

Annual Christmas lunch and gift exchange, Thursday 11-1pm

Last meeting: December 15, 2014.

SLOAC Meeting Minutes December 1, 2014

GE 118 3:30-4:30pm

Attendees: Celia Cruz, Rebecca Gamez, David Lomax, Alan Johnson, Kim Nguyen

1. Minutes amended and approved.
2. Reviewed document for SLO tree.
3. New member from Kinesiology Coach Debbie will be joining SLOAC once the Senate approves her.
4. Update of college's SLO percentage reporting and compliance: Cruz ran all data on all divisions and discovered NO department is at 100% reporting for Fall 2014. Some divisions have all reports in but they may have been entered incorrectly so the system shows it is not at 100% compliance. Some divisions still have missing reports. These numbers need to be at 100% for self-report for AJCC.
5. January's PDD day 2015 will be different than before. It will start 9-12 with the Division meetings; then all divisions will recombine for lunch together at gym for college updates in afternoon sessions. SLOAC will give update then.
6. For division meetings, one possibility is that members will be sent to each division to help get the SLOs numbers up---helping people write, assess, evaluate, or whatever their needs are. Another member mentioned maybe we should set up individual help only for people who are not doing it or incorrectly inputting data instead of sending committee members to meetings.
7. Information: The annual Christmas lunch and gift exchange is next Thursday 11-1pm
8. Last meeting this semester December 15, 2014.

SLOAC Meeting

December 15, 2014

GE118

Agenda

Approval of December 1, 2014 Meeting Notes

Updates (Celia)

Email reminders college wide regarding SLO reporting, course SLO deactivation in TracDat, and entering data.

Email from Joyce Lui (3 links)

National Institute of Learning Outcomes Assessment:

<http://www.learningoutcomesassessment.org/>

There's a section on the most common national tests used for assessment:

<http://www.learningoutcomeassessment.org/tests.htm>

Membership Recruitment Update

PDD Activities (visit department or division meetings???)

Other

Next Meeting: Spring 2015 Semester

SLOAC Meeting Notes

December 15, 2014

GE118, from 3:30-4:30

Present: Rebecca Gamez, David Lomax, Alan Johnson, Sanhita Datta, Kim Loan Nguyen, Celia Cruz-Johnson

Agenda

Meeting commenced at 3:35.

Meeting Notes Approval- Approval of December 1, 2014 meeting notes.

Updates- Celia stated that email reminders had been sent college wide. The email remind employees how to complete their SLO reporting, course SLO deactivation in TracDat, and the steps in entering data.

Email from Joyce Lui- Joyce Lui, Researcher, emailed the following links:

National Institute of Learning Outcomes Assessment:

<http://www.learningoutcomesassessment.org/>

There's a section on the most common national tests used for assessment:

<http://www.learningoutcomeassessment.org/tests.htm>

She suggested that the committee visit the links and try to identify material that can be included on our website, or distributed college wide, or included in a future newsletter.

Membership Recruitment Update- The committee continues to seek additional volunteers. There is a need to have representation from Student Affairs/Services.

PDD Activities- It was suggested that for future PDD, SLOAC members can visit different visit department or division meetings to answer any questions college employees might have regarding SLO assessment.

Other-

David solicited input for possible pre and post-test in the area of Construction Technology. Dr. Nguyen and Dr. Datta met with him after the meeting to draft the documents.

Committee members suggested the possibility of changing meeting days and times because of teaching conflict.

Next meeting: Spring 2015 Semester- Celia will send out a Doodle.

Meeting concluded at 4:45.

SLOAC Meeting

February 9, 2015

GE118

3:30-4:30

Agenda

December 15, 2014 Meeting Notes

Welcome New Members Approved by Academic Senate

Approval of Revision of Committee Charge by CAC (Pending)

Newsletter Design

Spring 2014 Some SLO Outstanding

Fall 2014 SLOs Reports Due on March 6th

Planning ISLO #3 Assessment, Global Awareness & Social Justice with Data compiled by survey done by RIE

Email from Joyce (12/10/2014) Still pending

National Institute of Learning Outcomes Assessment:

<http://www.learningoutcomesassessment.org>

<http://www.learnignoutcomeassessment.org/tests.htm> has a section on the most common national tests used for assessment

PSLO and Service Area Outcomes Assessment for academics and student support areas (A/R; VPAA; VPAS; VPAS; and President's Office)

Other

Next Meeting: Feb 23, 2015

SLOAC Meeting Notes, February 9, 2015

GE118, 3:30-4:30

Present: R. Gamez, A. Johnson, K. Nguyen, S. Datta, D. Lomax, C. Cruz-Johnson

Guest: Sandra Gonzalez

Agenda

December 15, 2014 Meeting Notes- The committee reviewed and approved the December 15, 2014 meeting notes.

Welcome New Members Approved by Academic Senate- Welcome Debbie Huntze-Rooney to our team. She was approved at the 2/3/2015 Academic Senate Meeting.

Approval of Revision of Committee Charge by CAC (Pending) The committee discussed that the SLOAC charge was pending approval from the College Advisory Council. Celia stated that the charge was submitted to CAC in November 2014. Sandra added that CAC needed to form a subcommittee that will review that all the committee charges are written in the same format/form; however, that hasn't happened.

Newsletter Design- There was general discussion about the SLOAC newsletter. The committee couldn't decide on how much information to include. Should it be a one page document? Two page document?

Spring 2014 Some SLO Outstanding- there are still some SLO assessment reports pending. Committee members should remind their colleagues that the Fall 2014 SLO assessment reports will be due March 6.

Fall 2014 SLOs Reports Due on March 6, 2015-An email was sent college wide reminding faculty. (A copy of the email is attached.)

Planning ISLO #3 Assessment, Global Awareness & Social Justice with Data compiled by survey done by RIE- Most of the meeting was taken up with planning for ISLO#3 assessment: Global Awareness and Social Justice. Members discussed how to define these terms, the type of assessment tool to use, and what student group should be targeted. There was also discussion about using data compiled by a survey conducted by RIE. Rebecca will develop some ideas to bring to the next meeting for the definition of terms.

Email from Joyce- Celia shared ideas that Joyce Lui sent to her via email. Joyce provided links to the National Institute of Learning Outcomes Assessment, which has a section on the most common national tests used for assessment. Joyce suggested looking at these for examples of "good" assessment tools.

National Institute of Learning Outcomes Assessment:

<http://www.learningoutcomesassessment.org>

<http://www.learnignoutcomeassessment.org/tests.htm> has a section on the most common national tests used for assessment

PSLO and Service Area Outcomes Assessment for academics and student support areas (A/R; VPAA; VPAS; VPAS; and President's Office)- Celia reported that there is a push to have service areas review and revise their SLOs. It has been a slow process getting the units to work on this.

Other- None.

Next Meeting: Feb 23, 2015

Meeting adjourned at 5:00.

Sample email to send:

Date:

Dear SJCC Faculty,

Greetings.

Now that the dust has settled and the Spring 2015 is under way, please remember that the deadline to post the results of the Fall 2015 SLOs and PSLOs assessments in TracDat is **Friday, March 6, 2015.**
Service Area Outcomes also must meet the same deadline.

If you need any assistance with this task, please contact your respective department's coordinator or dean or SLOAC member or reply to this email to coordinate a one-on-one session in GE118.

If you don't have an account in TracDat, please reply to this email to coordinate a one-on-one session.

You can also find helpful the following links with different tasks in TracDat:

How to Log in to TracDat:

<http://www.sjcc.edu/PresidentOffice/Documents/Directions%20on%20How%20to%20Log%20in%20to%20TracDat%20March%202015.pdf>

How to Record Results in TracDat:

<http://www.sjcc.edu/PresidentOffice/Documents/Steps%20to%20recording%20your%20SLOs%20in%20TracDat%20Dec%202014.pdf>

How to Deactivate SLOs in TracDat:

http://www.sjcc.edu/PresidentOffice/Documents/Revised_Steps%20to%20Deactivate%20Course%20Student%20Learning%20Outcomes%20in%20TracDat%20Nov%202014.pdf

How to Map PSLOs to Course SLOs in TracDat:

<http://www.sjcc.edu/PresidentOffice/Documents/How%20to%20Map%20%20PSLO%20to%20Any%20of%20the%20Courses%2c%20July%202015.pdf>

Thank you,

SLOAC

SLOAC Meeting

February 23, 2015

GE118

3:30-5:00

Agenda

Finalize the ISLO Assessment Question Design

SLOAC Meeting Notes, February 23, 2015

GE118

3:30-5:00

Agenda

Present: C. Cruz-Johnson, S. Datta, A. Johnson, D. Graham (Not a quorum; no decisions were made.)

A conversation took place among the members present. The following are comments shared:

Measureable Outcomes- There is a need to write learning outcomes that can be measured. Faculty should review what measureable outcomes are.

A subcommittee should be formed in IPCC to review that an outcome is measureable. They should suggest a possible tool. If forming this committee is not possible, then SLOAC can try to meet with the faculty of record. However, SLOAC is a very small committee; it is next to impossible to add this task to their charge.

What constitutes a program? What doesn't? There is a difference between these when it comes to PSLO assessment. Students who are part of a program and those who are not take the course with different purposes-to enroll in major classes or to complete a general education course. What happens when an SLO) is assessed and the distinction is not made between the students who are major track and those who are not. Major track students seem to do better on SLO assessment.

ISLO #3 Assessment, Suggestions for ISLO #3 assessment. Use a sample population with students who have petitioned for graduation; this should include students who completed courses work in December 2014 and May 2015.

Takeo Kubo, Dean of Enrollment Management, should be contacted to request this list.

Conversation concluded at 4:30 pm.

San Jose City College

SLOAC Meeting

March 9, 2015

GE118

Agenda

Approval of Agenda

Notetaker

Discussion of Possible ISLO Assessment

Email to Campus ISLO Assessment

Update on College assessment participation in CCSSE

Other

San Jose City College , SLOAC Meeting Notes

March 9, 2015

GE118

Present: R. Gamez, S. Datta, C. Cruz-Johnson, A. Johnson, K. Kimura

Guests: Suzanne Gutierrez, Judith Bell, Michael Berke

Agenda

Agenda-Agenda was approved without changes.

Notetaker- No volunteer.

Discussion of Possible ISLO Assessment -It was suggested to invite students who petitioned for graduation for Summer 2014, Fall 2014, and Spring 2015. Celia stated that Takeo had stated that approximately between 1,000 to 1,200 students petition for graduation.

Rebecca brought samples assessments on global awareness by other academic institutions. The committee reviewed them and began drafting possible assessment questions. The drafts will be emailed to the remaining committee members.

Email to Campus ISLO Assessment-Keiko suggested that Joyce can generate the email address of the students who applied for graduation. She added that the committee can identify potential classes where to distribute the assessment. She mentioned Ethnic Studies, Medical Assisting; they need to be upper division courses that might have capstone projects.

Alan, Sanhita, and Rebecca volunteered to administer it in his classes.

Update CCSSE Participation Spring 2014-Celia emailed Joyce but is still waiting for a response regarding whether SJCC will participate in the CCSSE this semester.

Other-None.

Meeting began at 3:30 and concluded at 4:30.

SLOAC Meeting

March 23, 2015

GE118

3:30-5:00

Agenda

Approval of Agenda

Notetaker

ISLO #3 Assessment Questions Drafting

Other

SLOAC Meeting Notes, March 23, 2015

GE118

3:30-5:00

Present: C. Cruz-Johnson, S. Datta, A. Johnson; D. Graham, D Graham, R Gamez

Guests: J Lui

Agenda

Approval of Agenda- Agenda was approved. No additional items.

Notetaker-No volunteer came forward.

ISLO #3 Assessment Questions Finalize the ISLO Assessment Questions- The committee continued the revision of the questions to be administered through the ISLO #3 assessment. Celia reported having met with Takeo Kubo, Dean of Enrollment, about a list of students who had applied for graduation so far (Summer 2014; Fall 2014; Spring 2015). They will be the sample population who will be invited to participate in the ISLO assessment. Duncan stated that Sandra could create a signature page that could record students' signature for their participation; this page could include the following information: heading: ISLO#3 Assessment, Student First and Last Name, Student ID, and Class Reg ID. This form could be managed by the instructor of record.

Paper version/class voting- It was suggested to visit classes like Physics, History, English 1A, B, and C, Communications, Kinesiology, and/or World Languages. Celia can contact them.

Suggestions from Joyce- Celia emailed Joyce seeking suggestions for improvement on the questions that are part of the ISLO#3 assessment.

Professional Development- Duncan shared that the committee should offer workshops on professional development on: closing the loop, making a difference for students, show the relationship on how SLO assessments helps.

Other-

TracDat Drop in Sessions and One-on-One Tutoring- Celia stated that faculty members are contacting her about SLO reporting. Some drop in; others call or attend a one-on-one session. Slow progress.

Next Meeting: 4/13/2015

SLOAC Meeting

April 13, 2015

GE118

3:30-5:00

Agenda

March 23, 2015 Meeting Notes

Meeting Note Taker

ISLO Assessment Update

Assessment Opened

Participation

Email to Campus for support

Teacher Involvement

D Huntze

A Johnson

Printed Version of ISLO #3

CCSSE Document with Questions

Other

SLOAC Meeting Notes, April 13, 2015

GE118, 3:30-5:00

Present: C. Cruz-Johnson, A. Johnson, R. Gamez, S. Datta, K. Nguyen

Absent: D. Graham, D. Lomax, D. Huntze-Rooney

Agenda

March 23, 2015 Meeting Notes- Approved without changes or comments.

Meeting Note Taker- No volunteer.

ISLO #3 Assessment Update

Assessment Opening/Closing Dates- The assessment was opened on March 4 and will closed on April 24, 2015.

Sample Population: Participation-650 invitations were sent out.

Email to Campus for support- Celia stated that faculty received an email encouraging them to motivate students to participate in the online assessment of ISLO #3.

Printed Version of ISLO #3 was distributed to some of the SLOAC members if they felt they had graduating students in their classes. **Paper version data per participating class are as follow:** Huntze-Rooney, 50 surveys; Johnson, 11 surveys; Datta, 25 surveys; Gamez, 15 surveys, Nguyen, 15 surveys.

CCSSE Document with Questions- Celia distributed the data received for the 2013 CCSSE the college participated. Kim and Sanhita summarize the data in a more comprehensible manner; they will bring he results to the next meeting.

Other- A. Johnson stated that the Strategic Planning Committee is discussing the Key Performance Indicators at diverse committee meetings. He shared with SLOAC, "Strategic Goal A: Increase the successful course completion rate of both full-time and part-time students each year." He mentioned the possibility of including "transferable skills as an SLO assessment." He added that perhaps there was a need to include transferable or soft skills thought the curriculum.

Meeting adjourned at 5 pm.

SLOAC Meeting Agenda

April 27, 2015

GE118

3:30-5:00

Agenda

April 13, 2015 Meeting Notes

Meeting Note Taker

ISLO #3 Assessment, Continued Discussion & Update

Assessment Opened

Participation

Email to Campus for support

Teacher Involvement

D Huntze

A Johnson

Printed Version of ISLO #3

Strategic Planning Committee Self-Evaluation

Other

SLOAC Meeting Notes, April 27, 2015

GE118

3:30-5:00

Present: C Cruz-Johnson, R Gamez, A Johnson, D Huntze-Rooney, D Graham, S Datta, K Nguyen.

Agenda

April 13, 2015 Meeting Notes- The meeting notes were approved without suggestions or modifications.

Meeting Note Taker-There wasn't a volunteer to take notes. Celia will take notes.

ISLO Assessment Update-

Assessment Duration- The assessment will be available from April 3rd to April 24th.

Participation: Email invitations were sent to students who applied for graduation with the dates of Summer 2014, Fall 2014, and Spring 2015. A total of 650 students received email invitations.

Email to Campus for support-An email message was sent to faculty on April 6, 2015 seeking faculty to promote the ISLO survey among their students. (See next page for the template of the form.)

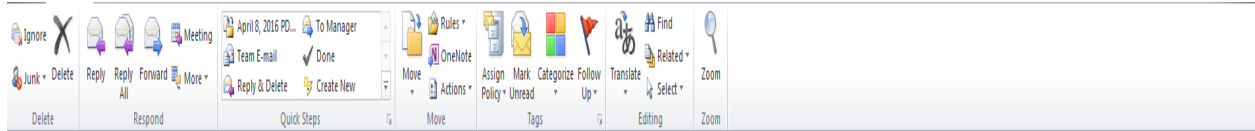
Teacher Involvement-The committee members suggested that a paper version of the survey be done. The paper version would be distributed by SLOAC members who teach GE courses and might have students who are graduating. The following members volunteered: Rebecca, Kim Loan, Sanhita, Alan and Debbie. Celia will merge the survey questions as on file and will print. The faculty will distribute the surveys and turn in the completed surveys to VP Graham's office. Celia will pick up the completed forms; SLOAC volunteers will tally the paper documents.

Printed Version of ISLO #3- Approximately 200 copies will be printed and distributed.

Strategic Planning Committee Self-Assessment- The committee members began completing the self-assessment form. (See next page for the template of the form.)

Other- No items were addressed.

Meeting adjourned at 4:45.



Follow up. Start by Monday, April 13, 2015. Due by Monday, April 13, 2015.
You forwarded this message on 4/13/2015 12:04 PM.

From: Cruz, Celia L. Sent: Mon 4/6/2015 3:11
To: DL: SICC-AllFaculty
Cc: Abel, Sean J.; Graham, Duncan W. (Duncan.Graham@sjcc.edu); Montemayor, Roland (Roland.Montemayor@sjcc.edu); Alonzo, Jamie J. (Jamie.Alonzo@sjcc.edu); Thompson, Ingrid; Harris, Lamel D.; Kimura, Keko (Keko.Kimura@sjcc.edu)
Subject: Encourage Students to Participate in the Assessment of ISLO #3 Global Awareness and Social Justice, How? Please read email below

April 6, 2015

Dear SICC Community,

The Student Learning Outcomes and Assessment Committee (SLOAC) appreciates your efforts and contributions to our students' success.

As you know, SICC is scheduled to assess ISLO #3, **Global Awareness and Social Justice**, which states that students will demonstrate an awareness of social, economic, ecological, historical, and cultural differences and their implications.

The SLOAC has developed a 6 question survey as the assessment instrument, and the sample population for this assessment will be the students who have petitioned for graduation. This sample population is approximately 650 students and includes students who submitted graduation petitions for Summer 2014, Fall 2014, and Spring 2015.

The survey was emailed the last week. Students who complete the survey can participate in a drawing of four \$25 gift cards to local restaurants.

We need your support to have ample participation. There are two forms in which you can help:

1. You can increase our students' awareness of our institutional goals and actively encourage them to participate in this survey.
2. Or you can invite one of the SLOAC members to visit your class for about 10 minutes and distribute the survey to any of your students who is in this sample population.

Please reply to this email, if you are interested in having a SLOAC member visit your class. We look forward to hearing from you.

Thank you for your support.

Respectfully,

The SLOAC Team

Sanhita Datta, Kim Nguyen, Rebecca Gamez, Celia Cruz-Johnson, Alan Johnson, Debbie Huntze-Rooney, Duncan Graham, David Lomax

Rectangular Snip

Email sent to faculty on April 6, 2015

**Annual Self-Evaluation of Standing Committees
San Jose City College**

This template is provided by the Strategic Planning Committee to assist your committee in its annual self-evaluation process. If you choose to use a different form, please include at a minimum an assessment of a) progress on your goals, b) your overall effectiveness, and c) alignment and integration with the College Strategic Plan and strategic planning process. Please send a copy of your completed form to the Strategic Planning Committee by May 6, 2015.

Thank you for helping SJCC in the ongoing process of improving our effectiveness!

Instructions: Committee Goals Section

- Please list the goals of your committee for this academic year in the spaces provided.
- For each goal, please grade your committee’s performance in each area using the scale indicated. Please explain any grade of D or F in the Comments section.
- If you need space for additional goals, just copy and paste new lines into the table.

Standing Committee Name:	
Academic Year:	2014-2015

Committee Goals	Distinguished	Above Average	Average	Below Average	Failing Grade
	A	B	C	D	F
Goal #1:					
Achievement of Goal					
Alignment with College Strategic Plan					
Goal #2:					
Achievement of Goal					
Alignment with College Strategic Plan					
Goal #3:					
Achievement of Goal					
Alignment with College Strategic Plan					
Goal #4:					
Achievement of Goal					
Alignment with College Strategic Plan					

Instructions: Overall Committee Performance Section

- In each listed area, please grade your committee’s performance using the scale indicated. Please explain any grade of D or F in the Comments section.
- Briefly answer the remaining questions, and add any other comments you wish.

Overall Committee Performance	Distinguished	Above Average	Average	Below Average	Failing Grade
	A	B	C	D	F
Fulfillment of the committee’s charge					
Communication to and from constituencies and the campus community					
Members’ understanding of the processes and requirements that apply to the committee’s work					
Overall quality of the committee’s deliverables/outcome					
Integration of committee process and products with the College strategic planning process					
What about your process worked well this academic year?					

What changes would you recommend for next academic year?	
How would you implement your recommended changes?	
List potential goals for next year.	

SLOAC Meeting

May 11, 2015

GE118

3:30-5:00

Agenda

April 27, 2015 Meeting Notes

Meeting Note Taker

ISLO Assessment Update

Participation: eversion: Paper version:

Email to Campus for support

Printed Version of ISLO #3 Teacher Involvement: Gamez, Datta, Nguyen, Johnson, Huntze-Rooney

Review and Finalize Strategic Planning Committee Self-Evaluation

Other

SLOAC Meeting Notes, May 11, 2015

GE118, 3:30-5:00

Present: K Nguyen, A. Johnson, R Gamez, S Datta, C Cruz-Johnson, D Huntze-Rooney

Agenda

April 27, 2015 Meeting Notes approved.

Meeting Note Taker- No volunteers came forward.

ISLO Assessment Update- The assessment was done.

Sample Population:

Participation: eversion: 650 invitations (74 completed) Paper version: 116 collected

Follow Up: The college faculty received an email seeking their support; faculty were asked to announce and remind the students to participate in the assessment. (Email was shared at April 27th SLOAC meeting.)

There was also participation on the assessment through the printed version of the document. SLOAC members distributed the assessment to their students. The teacher Involvement with the paper version are: R. Gamez, S. Datta, K. Nguyen, A. Johnson, and D. Huntze-Rooney. Their assessment results were tallied manually and incorporated in the final report. They were thanked for their effort.

Review and Finalize Strategic Planning Committee Self-Evaluation-The committee completed the Strategic Planning Self-Assessment. Document will be forwarded to the Strategic Planning Committee. They will discuss the committee's comments at their May Retreat.

Other- No agenda items added.

Meeting adjourned at 5:00 pm