

**Learning Assessment Committee Meeting,
Friday, Jan. 12, 2007
1-3:30 pm in T-750**

Present: Vina Cera, Peter Crabtree, Cheli Fossum, Mae Frances Moore, Karolyn Van Putten, Louis Quindlen, Elnora Webb, Evelyn Lord

1. Committee meeting dates tentatively agreed upon last Dec. were confirmed: Fridays on 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, 4/27, 5/11. Friday holidays are 2/15, 4/6, 3/18. Flex Days are 1/10, 2/28, 4/26. 2.

Brown Bag dates were also tentatively agreed upon: Thurs. 2/8, Wed. 2/21, Thurs. 3/8, Wed. 3/21, Wed. 4/18, Thurs. 5/3.

Topics for the first three Brown Bags:

- 1) Program Review and SLOs
- 2) Assessing SLOs developed for Spring 2007 syllabi
- 3) Institutional Outcomes

Office of Instruction will provide food as an incentive for attending

2. Discussion of greater representation participation from student services, classified and administration:

- The Vice Deans of Student Services were to be invited and urged to participate
- The Pres. of the Classified Senate would be approached to recommend interested/committed staff for representation
- The Research & Planning Officer will be urged to participate
- Cabrillo College's assessment process for the non instructional side was handed out and briefly reviewed, with cte. members urged to study it further. Noteworthy was that all sectors were given outcomes, even the administration, and that cyclical review was stressed, as well as survey of the users.

3. Discussion around more training and follow-up:

- Utilization of Staff Development Days for more intensive SLO development
- Co-Chair was given 1/2-time release and will be more available for training, as well as other efforts
- Review syllabi from Spring 07 mandate (minimum of 1 core course syllabus w/SLOs) for compliance and quality – perhaps either weak attempts or lack of compliance could be a focus of the co-chair's efforts – Christy will send out a request to dept. chairs to see which course syllabi contain SLOs, assessments. Though the mandate stressed validation, assessment methods and rubrics were not required for this spring.

- 'Transparency' is critical to all our efforts. We need to make certain that our process is clearly seen and easily accessible to any interested or authoritative parties
- The matter of somehow publishing successful examples was raised. Rather than printing out/mailbox stuffing, it was decided that the web site was the best place to publish these.
- In future workshops, we should incorporate and make clear the cyclical nature, or the 'continuum' as we go through the process:

I. Dept. meets to develop SLOs

II. Dept. discusses assessment methods

III. SLOs are assessed

IV. Results generate changes in SLOs, instruction, etc. – circle is joined

- Training needs to keep referencing Program Review as a good way to advertise workshops: e.g: SLOs for Program Review
- Topics for Brown Bags to sync with Timeline for Program Review
- Feb. 28 is next Staff Dev. Day. Prof. Dev. Chair has offered a 3-hr slot for one of the days that we can use for an Institutional Outcomes Workshop. There was also mention of a specific workshop dealing with core competencies, basic skills and ?, and that attendance would be mandatory. Our co-chair will ascertain whether we can sync up somehow with these mandatory slots.
- Instructors should be encouraged to get their syllabi with SLOs onto their web pages
- As an incentive to dialogue, some type of internal web site or blogging site was discussed. The co-chair will contact the COA web instructors, to find out whether our web page can handle this type of non public discussion. Even a public dialogue would attest to our process. Possibly Etudes could be used, and that will be explored.
- Assessments of SLOs by different instructors for the same course should have some commonality so that samples could be taken from the asst. methods and then the efficacy of the course, rather than the instructor, will be evaluated.

4. The question of compiling our resources was raised:

- Even though there is a wealth of material on SLO development on our website, the co-chair agreed to compile a handbook for the college

5. It was brought up that we had not yet addressed Program Outcomes - those appropriate to each department.

- Do we mean just certificate/degree programs?
- Any non degree dept. courses that are relevant to transfer?
- Or even any single course that can be ultimately linked to Institutional Outcomes or college mission?
- The above topics need to have follow-up discussion for clarification and the development of a kind of road map for student learning and student support services through assessment methods, both for degree/certificated programs and expanded

mission, which includes gen ed courses, life enhancement courses, and non instructional departments.

6. The recent Accreditation meeting was attended by several members of the committee, and notes and brief discussion of the various tracks were shared.

7. The intensive, self-training session on assessing outcomes, will be held on 1/27 from 2:30 to 6pm. at 1200 Lakeshore, in the 1st floor rec room. We will bring our own SLOs or other samples and look at assessment tools for them.