1. Review of Minutes of December 3, 2013 meeting

2. Chair’s Fall Semester Reports
   a. Pat announced that all except three departments have turned in their SLO/PLO semester reports. They were of very high quality. The ACCJC has indicated that we need to speed up the process of updating, assessing and reporting learning outcomes. Good progress has been made on course SLOs, however, many PLOs still need assessments. Pat will work with Nick Minassian to produce a learning outcomes report within the next two weeks to update the college on the number of SLOs and PLOs that have had at least one outcome assessed in addition to the proportion of all SLOs and PLOs that have been assessed.
   b. Debbie Wong suggested that for reporting PLOs it would be good if there was an open dialogue box for reporting information such as assessments that may have not worked. For example, math tried an assessment for Statistics 137, but the objectives and projects did not match, so it was a problem. Pat mentioned that the Department’s Notes page can be used for this purpose.
   c. Pat and Deborah have been working with Nick on linking program assessments by mapping which specific SLOs support each PLO. This will enable chairs to do roll up assessments more easily from SLOs to PLOs. ILOs that are supported by course and program learning outcomes are already indicated on the online system.
   d. Pat and Deborah have requested Nick to not divide the Department’s notes page by semester, but rather to keep notes ordered simply by date with the most recent note at the top.

3. Approval of LOAC Charter
   a. The LOAC Charter was further discussed and revised. Pat said she would make the revisions and send the Charter to the committee members for a final check so that it can be approved at the next LOAC meeting.
   b. It was suggested that a representative from ASO and Robert Crossley be added to the committee. Pat said she would contact Robert.
4. **Student Survey on SLOs**
   Dr. Matthew Lee had worked with Sarah Master on revising the latest draft of the Student Survey and the committee reviewed it. It will be administered during the final week of classes of the Winter Intersession. The Committee went over the survey in detail and wanted to simplify some of the questions. All of the members thought that the survey would help to develop student awareness of SLOs and that it was worthwhile to do as a pilot survey. Riye Park asked if it could be translated for the ESL discipline; however, it was decided that there would not be enough time to do this for the Winter Intersession.

5. **Next Meeting: Tuesday, February 4, 1:30 – 3:00 p.m.**

   Pat requested that members bring with them their packet of materials from the January 28 meeting.

**Adjourned:** 1:37 p.m.

**Recorders:** Steve Brown and Deborah Paulsen