Present: Faculty Co-Chair Pat Flood, Business and Law; Co-Chair Sarah Master, Dean of Institutional Effectiveness; Steve Brown, Life Sciences, Patricia Chow, Research Analyst; Deborah Paulsen, Arts, Media & Performance; Sheila MacDowell, Library; Par Mohammadian, Life Sciences; Mark Pursley, Social Sciences

1. Approval of Minutes of November 12, 2014 Meeting (Approved by Consensus)

2. Updates in SLO Online System – The multiple SLO assessment feature is now complete. This makes it possible to assess multiple SLOs at once using the same rubric.

   Faculty should contact Pat or Deborah to assist with getting information to Nick for any corrections or improvements that need to be made in the online system. Additional changes to the system need to be added to a list and prioritized, so we can work with IT on regularly scheduling them.

   SLOs can now be archived.

   Similar to the SLO online system screens, PLO screens have been created and each PLO is linked to its supporting SLO assessments. This enables us to do roll-up assessments.


   Pat Flood sent an e-mail to the Chairs and Vice-Chairs reminding them about the deadlines for the Fall Assessment Report. In the e-mail she asked that everyone be encouraged to assess the largest number of students possible and to fill in the follow-up boxes. When the report is turned in, it needs to be labeled with the department name.

   Pat presented some excellent sample reports, including Steve Brown’s report. In the report Steve discussed the percentage of students that achieved the acceptable level, rubric scoring, and benchmark in an in-depth analysis. The resource requests will become part of program review. Steve mentioned, however, that he felt the SLO assessed does not address key challenging issues in his class and would like to review future assessments to better address student learning
challenges. The committee talked about how revising SLOs, rubrics, and assessments methods was important.

Pat also presented an SLO reporting form from Chicano Studies. The questions that they asked near the bottom of the page were especially good.

In reviewing older assessments, it was found that some assessments included grades; however, these have been corrected.

4. Committee Members’ Reports of Evaluation of Academic Department’s Assessment Reports as Reported on the SLO Online System:

Committee members reported on the SLO assessment reports that they each were asked to review using a rating rubric on SLO quality. There was discussion of how various disciplines were doing with assessment quality and how instructors could be encouraged to submit more in-depth assessments.


Comments on reports included:
- The assignment was very broad and would be difficult for students to complete.
- Benchmark may be set too low.
- Did not mention benchmarks.
- Some courses had no assessments.
- PLOs had no assessments.
- Some assessments were not in-depth.
- Some assessments did not utilize a rubric.
- Faculty did not recommend anything for improvement.
- ESL modified all SLOs last Spring and will need to assess the new SLOs.
- Life Sciences assessments are strong.
- All Library SLOs are assessed.

It was also stated that chairs and deans should read assessments, give feedback, and provide assistance as well. At Council of Instruction there was a motion passed to put into place consequences to any discipline that has not completed their assessments.

It was mentioned that it would be helpful if someone were hired to help Nick Minassian with the web work. He has done an incredible job making the system more functional to meet our goals.

The Mission Learning Report was mentioned as a task for the committee. Accreditation consultant, Mathew Lee, recommends we put it together as a compendium of information of how we are doing as a college. The Chairs’
SLO/PLO report due in January should help with providing information for the report.

5. **Next LOAC Meeting – TBD**

   **Adjourned 5:00 p.m.**

   **Recorder: Deborah Paulsen**