

SLOAC Steering Committee – Minutes from 7/2/2008

Present: Carol Rhodes, Ray Lapuz, Rita Sabbadini, Jessica Einhorn, Linda Hayes, Patty Dilko, Martin Partlan, Katie Townsend-Merino, Joan Rosario

1. SLOAC reporting forms – goal is to simplify submission process and enable users to access data readily, even as number of SLOs and amount of data grows. Revisions discussed; Joan will modify forms and submit to Carol for review. New forms posted on SLOAC site by early August.
2. Framework of SLOAC within campus processes – discussion continued from yesterday’s meeting. Program review must incorporate SLOAC, along with other campus processes. Samples of diagrams showing integration of SLOACs on different campuses were reviewed. Consideration that a proposed framework should be part of Oct WASSC report makes this urgent. Katie will submit draft proposal to committee by next meeting.
3. Work plan for Steering Committee and milestones for SLOAC campus-wide.

Both of these plans and timelines were developed in synchrony. The timeline is appended to this document. Some activities have less detail, as specifics cannot be determined yet.

4. Other activities to promote use of SLOAC campus-wide – suggested

A. Assessment workshops of about 1 hr, led by on- or off-campus expert. Held twice per term. Coordinate schedule w/ faculty seminars, Basic Skills, SoTL seminars. Possible topics: rubric building, using imbedded assessment techniques, classroom assessment techniques (a la Angelo and Cross), self-assessment by students, assessing group work, e-portfolios.

B. Monthly electronic newsletter of SLOAC events and progress (Carol) and “tickler” review of resource material (web site, podcast, book or other resource) (schedule below). The goal is to direct campus personnel to useful resources and keep them thinking about SLOAC throughout the entire term. Submit your contribution to Carol for distribution along with newsletter.

Sept – Carol

Oct – Jessica

Nov – Rita

Jan = Patty

Feb – Kate

Mar – Linda

April – Ray

May – Martin

5. Next meeting – Monday, August 11th, 11:00 am. 9-153 is the target.

Work Plan and timelines for SLOAC Steering Committee and for campus SLOAC

<u>Date</u>	<u>Campus SLOAC</u>	<u>SLOAC Steering Committee</u>
July '08		compile data, assemble draft report Subcomt: Katie, Carol, Rita Web site revisions (Carol, Roberta)
Aug 1		Draft report to Lisa Palmer New SLOAC reporting forms online Faculty to submit spr, summer data
Aug 11		SLOAC Steering Com. Mtg, 11:00 am
Aug 15	FLEX Day – Agenda and outcomes on separate doc.	lead and participate as per plan
Sept 1-9	Draft report goes through campus review, shepherded by Accreditation Committee	
Sept		staffing request for campus SLOAC? Framework proposal finalized for campus review
Sept 10	report to SMCCCD Board	
Sept 27	Board Review	
Oct 1	Final report ready	
Oct	Assessment workshop	Definition of “program” approved by campus Modify Program Review forms to include SLOAC Modify curriculum process re: SLOAC Framework proposal reviewed by campus
Nov	Assessment workshop Begin draft of program SLOs	
Jan '09	Reflection on Fall 08 data Framework approved Division/Unit plans, reflection Institutional reflection	Plan for March FLEX Day goal: Program SLOs approved goal: assessment plans for Program SLOs Plan to implement framework
Feb '09	Assessment Workshop	
Mar '09	FLEX Day	lead and participate in FLEX Day
April '09		budget requests due for institutional SLOAC
May '09	Assessments completed on Program SLOs Assessment Workshop	
June '09	submit course and program data	compile data, draft report to WASCC Reviewed as before
Sept '09	Framework integrated in campus	Cheer everyone on!
Oct '09	Final report submitted to WASCC	