Meeting Minutes from 2/11/2019 in AC 229

SLOAC Members Present: Cara Kreit, Logan Wood, Farhad Zabihi, Nancy Willet, Marian Russell, Yashica Crawford

SLOAC Members Absent: Dan Zaffran, Sandy Boyd, Cesar Pomajulca

Guests:

Agenda approved: Yes
Minutes approved: Yes w/ revision (assessment *plan* due *to Logan*)
- Cara will check in about necessity to comply w/ Brown Act – Cari
- Nancy – question about whether what default should be in eLUMEN (all courses every semester OR not every semester). **Committee agreement: that default is Logan will send out alerts to all courses if program/department does not submit an assessment plan (revisit in the fall)**

Updates from last meeting:
- SLO updating: This *should* be in our workflow (Logan will double check since she had conflicting info but Marian said that she's already approved some and Nancy has too – Logan will reach out if workflow changes from fall). Farhad asked how this process worked – you should get an email in inbox, and then you go in, push through if it meets the criteria from SLOAC (let's revisit this next meeting; biggest problem is objectives vs SLO revisions that need to be corrected).
- Trainings: (next agenda item)
- Cutover for eLUMEN to be visible when searching schedule, etc online – mid March
- Logan meeting w/ Stephanie (eLUMEN rep) this week - there are some glitches "list" SLOs on SLO side vs. Curriculum tab
    o **If you oversaw an SLO revision in fall for your department, check this with at least one course on both sides to see accuracy**
- MyCOM – Burton. Timeline still unknown for when eLUMEN hyperlink will be in MyCOM.

SLO FLEX Sessions:
- eLUMEN tool:
    o Is there a sandbox? One challenge to be aware of is to do revisions w/ some guidance + restrictions
        ▪ Restrictions -- Anyone can go into COR but to make it active and up for revision, you have to go through process (basically you have to get approved for revision to officially change COR).
        ▪ Should we be part of the manual that Bob McCoy did for CC (with skills for SLOs like how to look up course, how to view COR, how to score assessment, how to answer an action plan, how to access and print

Action Plan). Or should we have own book for coordinators? Own book for faculty? Nancy will reach out to Gina about handbook and whether SLOs could/should have own chapter. We will start building our own materials for faculty AND SLO facilitators either way.

- o First meeting (drop-in eLUMEN training, Nancy and Logan present):
  - Logan said meeting went well. Turned out most help is actually more about SLO assessment in general. Cheat sheet would be good for SLO assessment. More like triage a bit – see where people are w/ SLO assessment overall.

- o Subsequent meetings: Okay to continue. SLOAC – sign up sheet Cara will send or give out (sign up 1-2 times).
  - Advertise training for COR revision up to April 1 (COR revision), then emphasize other skills (basically advertise skills as they are needed across timeline for semester).
  - Logan will send skills list to us ahead of time so we can advertise out to our divisions if we want to: Find COR, knowing tabs for SLOs, etc. We need a calendar to put all of this on to organize it as well.
  - We also want structure to eLUMEN trainings - Nancy will check w/ Gina (is it okay to do a more formal structured training on those Fridays – break out lab). Or should we schedule structured ones separately?

- **SLO assessment trainings**:
  - o Now that I have SLOs, what do I do with them? Is basically where we are as a college and training should respond to this need.
    - Cross-section of disciplines should be present
    - Start w/ people who used eLUMEN to present best practices
    - Cheat sheet – develop a handout
    - April dates (tie in w/ eLUMEN early assessment alerts – Yashica will help draft this w/ Logan to send out in early March): We will solidify these and format next meeting.
  - o Long term – these trainings (prof dev) may focus more on work groups to look at higher level outcomes (PSLOs, ISLOs).

Documentation:
  - o In these budget times, should be documenting the work we do (also to think of how many units committee needs as SLO work evolves, along w/ how we fit in with CC, Program Review, Prof Dev on campus). Likely no change to committee until mid-term report due to ACCJC in 2021.
  - o Cara can make list of outcomes that we can check off (will bring back next meeting) to show outcomes and compile report at end of year.

eLUMEN updates:

- San Jacinto – they have a model for reflections and action plans that Logan presented and recommended for COM
    - Reflection is more personal at end of semester
    - Has a follow up action plan early next semester – continuous improvement (we need to coordinate w/ Program Review to develop this).
    - Cari – template (yearly inputting) – Cara and Logan can follow up
    - Logan will send this out for us to consider and decide on
- Paul Hert created Calendar that Logan recommended for our college – (see assessment cycle). Logan will send this out for a public-facing doc on our SLO site