

**Agenda / Minutes**  
**Friday, April 26th 1:00-2:30**  
 Zoom

Present: Erik Bruce, Farhad Zabili, Sara Malmquist-West, Logan Wood, Alex Jones, Cari Torres-Benavides

Absence:

	TOPIC and Time	Notes	Action/ Discussion/ Information
5 min	Meeting Overview <ul style="list-style-type: none"> <li>• Review Minutes</li> <li>• Member Updates</li> <li>• Action Items Discussion</li> <li>• Create Action Items for next meeting</li> </ul>		
5 min	Member Updates		Information

60 min	<p><b>Discussion of Action Items:</b></p> <ul style="list-style-type: none"> <li>• report back on mapping</li> <li>• review website</li> <li>• review PR template</li> </ul> <p><b>FLEX - who is doing/scheduling?</b></p> <ul style="list-style-type: none"> <li>• SLO basics</li> <li>• Dashboard flex</li> <li>• COMMunity hour data coaching - 1 x month on zoom</li> </ul> <p><b>messaging/communication about next year</b></p> <ul style="list-style-type: none"> <li>• Senate, Chairs, depts</li> <li>• create message for Maria to send on our behalf re analysis form/next year</li> </ul>	<p><b>Mapping</b></p> <ul style="list-style-type: none"> <li>• check all maps at the program level in particular as you approve any workflows.</li> </ul> <p><b>Website</b></p> <p>CLSO webpage could use more information. Erik will work on this.</p> <p><b>Program Review Template</b></p> <ul style="list-style-type: none"> <li>• members reviewed progress on PR template</li> <li>• Alex and Logan will continue work on the new template.</li> <li>• needs more clarity on the architecture of PR process</li> <li>• add all acronyms with hyper links</li> <li>• form could be a Qualtrics link - check with Holley</li> </ul> <p><b>FLEX sessions</b></p> <ul style="list-style-type: none"> <li>• Logan will lead both web sessions and will go over the presentation at our retreat.</li> <li>• FLEX sessions submissions due 5/13</li> <li>• community hour - we will schedule during retreat</li> </ul> <p><b>Message to faculty</b></p> <ul style="list-style-type: none"> <li>• review message to faculty with zoom times.</li> <li>• Logan, Erik Alex on May 17 10-11am</li> <li>• Sara, Farhad on May 23 - 12-1pm</li> <li>• Maria to send on SLOAC's behalf</li> </ul>	Information/ Discussion
15 min	<p>Action Items for 5/10/24:</p> <ul style="list-style-type: none"> <li>• final business</li> </ul>		Discussion/Action

**Potential Action Items:**

- check all curriculum maps
- complete plan for the rollout for fall college-wide analysis of SLO data
- finalized the SLO program review section for our new template
- finalize FLEX sessions
- review end of the year assessment plan
- plan SLOAC meetings with departments during FLEX to go over SLO dashboard
- plan FLEX session on how to find and use course level SLO results for continuous improvement