

**Agenda / Minutes**  
**Tuesday, August 29**  
**5-6pm**  
**AC 303**

**Present:** Cara Kreit, Nancy Willet, Logan Wood, Nadia Sanko, Sarah Frye, Susan Rahman

**Absent:** Maria Young

TOPIC	Notes
<ul style="list-style-type: none"> <li>- Welcome, updates, etc</li> </ul>	
<ul style="list-style-type: none"> <li>- Debrief – FLEX week sessions and convocation</li> </ul>	<ul style="list-style-type: none"> <li>○ Chairs meeting – what is role of chairs in SLO assessment?</li> <li>○ Next week - Chairs meeting 1:00-1:45 p.m. Tues Sept 5 (Logan, Nancy, Nadia, Susan, Sarah)</li> <li>○ New faculty academy</li> <li>○ Potluck – Maula as a great example</li> </ul>
<ul style="list-style-type: none"> <li>- Website – decisions for the design, path ahead. Logan</li> </ul>	<p>Best practices Logan found:</p> <ul style="list-style-type: none"> <li>- Skyline (visually good, clear, calendar map of when things get done)</li> <li>- <b>Chabot</b></li> <li>- Too much text and too many visual</li> <li>- Colors good, <b>faculty toolbox</b> (resources) – print a checklist, prompts, etc)</li> <li>- Who we are and what we do</li> <li>- Examples from different departments</li> <li>- Newsletter (simple categories, trainings, etc)</li> </ul>
<ul style="list-style-type: none"> <li>- Karen Wong’s trainings               <ul style="list-style-type: none"> <li>○ CL? AJ? Others to include?</li> <li>○ Review schedule</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Open workshops to all who are interested.</li> <li>- Updated the workshop draft schedules</li> </ul>

**Student Learning Outcomes Assessment Council**

TOPIC	Notes
- Chair position – Nov/Dec/Jan	- Moved to next meeting
- Additional agenda items?	- Timeline of events for fall - Schedule and maps
- eLUMEN (parking lot of issues to address this fall)	- Cari will update on the 12 <sup>th</sup> . - Important areas to cover: <ul style="list-style-type: none"> <li>○ Process for decisions during setup</li> <li>○ How to capture narratives</li> <li>○ Overall schedule of when things happen for faculty</li> </ul>