

## Meeting Minutes from 1/29/2019 in AC 229

**SLOAC Members Present:** Cara Kreit, Logan Wood, Dan Zaffran, Farhad Zabihi, Cesar Pomajulca, Nancy Willet, Marian Russell, Sandy Boyd, Yashica Crawford

**SLOAC Members Absent:**

**Guests:**

**Minutes:**

- **Agenda for 1/29/2019: Approved**
- **Minutes for 1/14/2019: Not addressed**
- **Updates:**
  - ACCJC approved 18 month report! Continue w/ SLOs on COR checks and continue work towards midterm report in 2021.
    - Cara will check in w/ Cari about memo to administration, Cara/Logan will follow up about new process and snags w/ eLUMEN. Dan mentioned challenges w/ which SLOs to use as some are caught in workflows from fall so unclear. Everyone check workflows to see if this is a problem.
  - SLO revisions through CC – handout to send out to chairs (Yashica will draft w/ Cara).
- **Feedback about Start of Semester and Division Report Outs (issues to consider for spring):**
  - Paper assessment plans useful to take directly in to work w/ departments
  - Information should flow from SLOAC to divisions, not just relying on Chairs to have to do this. Yashica's newsletter is great way to have single voice from committee.
  - What is timeframe for eLUMEN to go live on our website? (Cari)
  - We need process to send out emails to faculty member to alert if COR SLO revisions approved and ready
  - Canvas interface should be explored and may affect assessment plans (Nancy will pilot this spring)
  - FLEX sessions should be added to spring to advance SLO practices at the college
  - MyCOM icon is needed for eLUMEN
  - We need trainings for faculty to increase overall capacity for everyone to use eLUMEN (both curriculum and SLOs) – should be more than just drop in sessions (needed more structure and clear outcomes during FLEX)

- We need to resolve what reports we can give out to departments each semester (we need to know menu of choices, privacy considerations, need)
  - Do we need to rethink 1-5 rubric scoring?
  - PSLOs (Mar/April) – these need to be mapped in eLUMEN. Departments who have recently created or updated degrees need to map from scratch w/ original template before we can input into eLUMEN
  - SLO Assessment Plan for college must be updated
  - We need to be documenting the work SLOAC does during this time of reductions
- **eLUMEN updates:**
    - Our capacity as committee:
      - What do we need to be trained on:
        - communicate with departments - yes
        - approve SLOs for course revisions - yes
        - help faculty create their own reflection – as needed
        - help faculty create their own assessment – as needed
        - map CLSOs to PSLOs – yes, later in spring
        - create a department goal – no, maybe in future
        - run reports and/or find reports – yes
      - Types of training: 1:1 w/ Logan, as a group, or while helping others in a training
      - Action plan vs. reflection – make a decision next meeting.
        - **action plans:** \* can be saved every year (so there is a digital history) so departments could use these as a basis for their narrative in the SLO section of the PR template) \* one extra step - through inbox (action pending); faculty name attached to the document - not anonymous; \*an action plan with a reflection can be made for only for those departments in PR cycle;
        - **reflection tied to assessment** \* faculty have to save them as a PDF and send them to coordinator (this could be done by only those that are in PR) maybe faculty won't send?;\* tied to assessment so it is easy;\* name is attached but faculty have option to answer anonymously
    - **Timeline for spring:**
      - February: 1<sup>st</sup> training
      - Feb 25: (assessment plans due so that Logan can input into eLUMEN)
      - March: Training to coincide w 4/1 deadline
      - April 1: SLO revisions due
      - May: Trainin
      - May alert (Sun 19): Notification eLUMEN (we are the alert)
      - June 7: Final day to input SLO assessment info
      - June 10: Final final day

Long term notes for committee:

- Need to update faculty division rep call to include eLUMEN role
- SLO Assessment Plan for COM must be updated