LEARNING OUTCOMES TEAM (LOT)
MEETING MINUTES

Present: Erika Endrijonas (co-chair), Linda Kama’ila (co-chair), Graciela Casillas-Tortorelli, Marlene Dean, Karen Engelsen, Gloria Guevara, Lisa Hopper, Chris Horrock, Carolyn Inouye, Bola King-Rushing, Chris Mainzer, Jim Merrill, Marji Price, Mati Sanchez, Christina Tafoya

Guests: Robert Cabral and Shannon Davis

Meeting Date: 02/01/11 Minutes Approved: 2-15-11 Recorded By: Betty Hough

AN = Action Needed  AT = Action Taken  D = Discussion  I = Information Only

DISCUSSION/DECISIONS

I. Called to Order I The meeting was called to order at 2:07 p.m.

II. Additions to Agenda AT J. Merrill requested the following addition to the agenda:

VI. Access to More Recently Created SLOs

III. Approval of Minutes AT The January 18, 2011 minutes were accepted as presented with 1 abstention

IV. GE Subcommittee Report Out I In March 2009 GE SLOs appeared on the agenda for the first time. It was explained that LOT decided that GE was a program and therefore needed to develop PSLOs and the GE Subcommittee was charged with creation of these SLOs. Each committee member was assigned to take their area of GE (the area of GE where most of the courses in their department/discipline are housed) and get input from their department faculty.

In February 2010 the process for approving SLOs was discussed and it was decided that the GE Subcommittee would review the SLOs submitted by faculty in each GE area and edit them and present final SLOs to the Curriculum Committee for review. After approval they would be presented to the Academic Senate. GE reps were to continue to pursue creation of GE SLOs in their areas

In April 2010 there was discussion regarding the SLOs that still had not been submitted and what had been done to request them in addition to relying on GE Subcommittee members to facilitate their creation.
Shannon had been emailing the chairs and/or deans responsible for Fine Arts and Humanities, Social and Behavioral Sciences, Women’s Studies/Ethnic Studies, and Health and Physical Education with sample SLOs, starting in late February with reminders sent March/April, from their particular areas along with instructions on creation/submission.

Verbal updates as of January 31, 2011: Marji Price sent out a draft of the Arts/Humanities SLOs, beginning to get some input, hopes to have a draft to review at the February 9th meeting.

AN Carolyn Dorrance: Read over the Social and Behavioral Sciences draft again; wants to edit again; will have drafts for the February 9th meeting.

As of today, the next meeting of the GE Subcommittee is scheduled for February 9, 2011 immediately after the Curriculum Committee meeting.

AN Erika suggested that after each department/division creates final “draft” versions, these drafts should be posted on the GE Subcommittee website, an email should then be sent out asking for review and comments within two weeks after which they will become the “final” versions.

V. Sample PSLO Chart

For Anthropology Linda reported that she ended up with seven statements and in looking at different disciplines around the state they went from three and some with as many as twelve or thirteen PSLOs. The amount of information obtained by using Google is tremendous so suggest this to your colleagues as a good resource.

AN Linda will email the samples to the committee members and Erika will distribute them to the department chairs.

VI. eLumen Action Plan

AN Erika distributed a handout of ISLO rubrics prepared by Richard Edwards from eLumen for us to use as a starting point. Discussion included standardizing the rubrics using a 1-5 scale rather than a 0-4 scale so that a midpoint would be included. Erika, Carolyn and Linda will meet and prepare a second draft to be presented to the committee at the next meeting. Erika will also distribute the draft at the next Department Chairs’ meeting along with copies of the PSLOs that we have on file for the 2008-2009 year. Hopefully these two documents together will start the discussion of how you want to look at your PSLOs. Remember we need PSLOs from every department for every program.
because PSLOs will be included in the catalog. In order to make the catalog deadline, the deadline for PSLOs will be the March 11th Department Chairs’ meeting.

The primary objective this year is getting our existing PSLOs revised and properly mapped to the ISLOs. In the coming year, we will address why or how we should look at programs or sequences of courses that were left off the must do list.

There was discussion about scheduling on-site eLumen training. The committee felt that there was additional prep work to do first including finalizing ISLOs, revision of PSLOs, and entering all the CSLOs into eLumen. The suggestion was to consider eLumen training in April or May.

If an instructor wants to know what the most recent SLO is, they should contact Betty in the Office of Student Learning. Soon this information will be available in eLumen. The process of tracking and posting SLOs has been slowed down by the integration of several new software programs including SharePoint, eLumen and, shortly, CurricUNET.

Bola reported the recent discovery that the district installed the eLumen software on a virtual server, and for security reasons that server is not accessible from off campus. Erika will contact Dave Fuhrmann to get this issue resolved as quickly as possible.

The most recent list of CSLOs was distributed at the January Department Chairs’ meeting. No courses will appear in the fall schedule if they do not have CSLOs.

Bola will post the revised/approved ISLOs on the LOT website.

There being no further business, the meeting adjourned at 3:25 p.m.

The next meeting is scheduled for February 15th.