LEARNING OUTCOMES TEAM (LOT)
MEETING MINUTES

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

Guests: Gilbert Rocha (ASG)

Meeting Date: 02/15/11 Minutes Approved: 3-1-11 Recorded By: Betty Hough

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

DISCUSSION/DECISIONS

I. Welcome and Additions to the Agenda I The meeting was called to order at 2:05 p.m. There were no additions to the agenda.

II. Approval of Minutes AT The February 1, 2011 minutes were accepted as presented.

III. Update on eLumen Server Issue AT Erika reported that she had discussed the problem regarding the eLumen server with Dave Fuhrmann and he said that they are working on the problem which has to do with the fact that they hadn’t built the proper firewall. Because we were in a pilot phase, they were assuming that people would be doing pilot work and wouldn’t be needing web access. They will put in place the appropriate security protocol so eLumen will be accessible from off campus.

Bola added that they expect to have the work done by the end of the long President’s weekend.

IV. Revised ISLOs with Rubrics I The most up-to-date list of ISLOs with rubrics revisions was distributed. Linda and Carolyn cleaned up some of the language. This revised list was also distributed at the recent Department Chairs’ meeting. Erika asked if there were any other comments or concerns.

When Erika distributed this information at the Department Chairs’ meeting she also passed out the sample draft of Linda’s anthropology PSLOs mapped to the ISLOs. As department chairs are working on revising or reaffirming their PSLOs, they need to know what the ISLOs are so they can map them. It also helped to include some rubrics so people could start thinking about
rubrics. We will be doing some rubric and assessment workshops on campus as well as some eLumen-specific training.

AN After lengthy discussion, the committee decided to eliminate the drop-down menu created for us by Robert Cabral. They also asked that the ISLOs be listed at the bottom on the form. Erika will revise the forms again taking the comments from the LOT Committee and Department Chairs into consideration. She will distribute the revised forms via email to both the LOT members and the Department Chairs.

AN Since the first list of courses missing SLOs was distributed at the January Department chairs’ meeting, we have been receiving CSLOs. Erika advised that an updated CSLO list will be distributed shortly.

When the schedule of classes is put together, Erika will crosscheck against the revised CSLO list. Courses that do not have SLOs will not be in the schedule.

V. ACCJC Report and Warning Status

AN Regarding Recommendation #3 Erika advised that we need to accelerate our progress in developing SLOs at all levels in order to reach proficiency by fall 2012. The last sentence of the recommendation states that this should be a faculty driven process. This is the importance of the LOT Committee. Erika asked that committee members please attend one of the Budget Forums when both budget issues and accreditation issues will be discussed.

AN The committee questioned how ACCJC expects us to report on our level and how we are doing, how to get pieces in place for when we report, what is or process going to be? Erika will bring the ACCJC definition of proficiency to the next meeting.

AN Erika distributed a handout entitled Rubric Development Tools. This information came from the website for Sacramento City College in the Los Rios District which was sent to Erika by Bryan Thompson, one of our part-time librarians. There is a wealth of information available on this website (http://web.scc.losrios.edu/slo/). Another resource listed on the Sacramento website contains information from Janet Fulks who is a biology faculty member at Bakersfield College. Erika asked Bola to put up a link to both websites.

AN We will be scheduling eLumen workshops with Julia our assigned trainer. The type of training she does depends
on where we are in the process. Carolyn, Linda and Erika will have a conference call with Julia to determine the types of training we want. Training will be scheduled in late April and early May after our information is loaded into eLumen. Thursday and Friday sessions appear to be best. We don’t want to wait until fall for training because of the report out to ACCJC. We need to demonstrate progress.

### VI. Draft of SLOs Implementation Plan

Erika distributed the Timeline for the SLO Implementation Plan which is a work in progress. Please let her know if there is anything you would like to add.

In order to make sure that the work is being done, Erika asked department chairs to give her an idea of how the assessments are going at the March meeting. “E” means complete and submit the report to [OCSLO@vcccd.edu](mailto:OCSLO@vcccd.edu). We must be able to show CQI.

### VII. Additional Items

Erika asked department chairs to post excerpts from department minutes (PDF format) not the entire minutes. Erika will review the 2016 SharePoint website in April or May to make sure minutes and agendas are posted. When the ACCJC team members come back in November they will be looking at our physical evidence.

Bola will send the SharePoint instructions to the LOT members as he did to the department chairs.

### VIII. Adjournment

There being no further business, the meeting adjourned at 3:17 p.m.

The next meeting is scheduled for March 1st.