Present: Margie Aguayo, Rafael Alvarez, Dotti Cordell, Leslie Easton, Pamela Finkel, Lori Erreca, Denise Hollis, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Bernice Lorenzo, Barbara Mason, Larry Maxey, Christina Monaco, Majeda Nasrawi, Bonnie Peters, Alyson Ponomorenko, Gerald Ramsey, Greg Sanchez, Megan Soto

Staff: Desiree van Saanen

A. ANNOUNCEMENTS

Gerald Ramsey announced that due to numerous events occurring simultaneously today, the meeting’s agenda has been shortened to include Dotti’s presentation on Student Learning Outcomes only.

B. STUDENT LEARNING OUTCOMES PRESENTATION (Cordell)

Dotti Cordell reminded Council that our Accreditation visit is only two years away. Much of the work of the Self Study will be to demonstrate our progress with Student Learning Outcomes. She explained that SLOs are “the knowledge, skills, abilities, attitudes, habits of mind or competencies that students have at the completion of a course, a program, a series of interactions or activities in your department or program, or an outcome that can be studied, reported upon, and measured.” Dotti Cordell provided a brief PowerPoint presentation regarding SLO’s, how to identify and select them, and how to begin measuring them. Several main points were emphasized when determining SLO’s in non-classroom areas/departments, including:

- When determining SLOs, be sure to meet with other members of your department (faculty, staff, and administrators). Work towards a consensus by first identifying what you and your department value most.

- Limit outcomes to a very feasible few. In other words, keep it simple. Be sure to set a timeline for completion (this should include preparing for the Self Study, collecting data, analyses, etc.) NOTE: Assessment and data collection should be integrated into your daily/weekly routine, not a set-aside work project.

- If you’re stuck on how to assess SLO’s, Dotti explains that we are probably already doing some form of assessment; however, we may not be documenting it as well as we might. The Institutional Assessment Committee at City has adopted a framework by which to document our efforts consistently.

- If the semantics of the term Student Learning in a particular department is difficult to conceptualize in that program’s work, one should realize that the term used---Student
B. STUDENT LEARNING OUTCOMES PRESENTATION (continued)

- Learning Outcome or “Administrative Outcomes” or “Administrative Unit Outcomes,” is not as important as the fact that the Student Services department is looking at their work and mission, determining what is of value to analyze and then collecting data and acting on results for program improvement.

Dotti distributed a worksheet to help departments identify SLOs. It is anticipated this form will help simplify a process that is often difficult to understand. She emphasized that We are the area/program experts and college department heads should take the lead to work on incremental program improvement through a grassroots, faculty and staff driven process. She further indicated that she and Berta Harris are available to assist in the completion of the worksheet or for any questions related to SLOs and the Accreditation Self Study/process.

NEXT MEETING DATES (2008-09) All meetings are scheduled 1-3pm, Room D-102.

2008
September 11
October 9
November 13
December 11

2009
January 8
February 12
March 12
April 9
May 14
June 11