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**EL CAMINO COLLEGE**
FINE ARTS DIVISION
**DIVISION SLO COMMITTEE**

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**MEETING DATE:** Tuesday, March 5, 2013          **LOCATION:** MUSI-207
**TIME:** 1:00PM-2:00PM                                              **RECORDER:**   D. L. Hayden
**ATTENDING:**

☐ D. Berney                                      ☒ H. Storms, ALC Representative
☒ W. Georges                                   ☐ R. Swade
☒ J. Nachef                                       ☒ K. Whitney, DSLO Facilitator
☒ K. O'Brien                                     ☐ C. Fitzsimons, Dean
☒ D. Rowan                                      ☒ D. L. Hayden, Associate Dean

**GUESTS:** C. Mello, SLO Campus Coordinator

# MINUTES (FINAL)

## I. INFORMATION/ANNOUNCEMENTS

### A. Approval of February 12 minutes
The minutes were approved.

### B. Reports from Department Representatives

#### 1. Fall Assessment reports entered on CurricUNET (due March 1)
Faculty representatives reported that assessments were completed but that issues with CurricUNET persist.  C. Mello recommended that faculty retain paper or personal electronic documents in addition to entering reports on CurricUNET.  K. Whitney will assemble back up documentation for the division.

#### 2. Debrief on February 21 Open lab for faculty to enter Fall SLO assessments
Faculty appreciated the extra support in entering their assessment reports; however, the SLO statements had not been updated at the time, which made an otherwise straight-forward process more complicated.

#### 3. Department strategies to document discussion of SLO assessment results
Two departments (Art, Music) agreed to hold SLO discussions as "brown bag lunch" meetings and reporting back at regular department meetings. SLO reps from the other smaller departments will request an SLO agenda item at their regular department meetings.  Faculty suggested that an SLO template be created to provide structure for discussions of SLO assessment results. C. Mello clarified that it would suffice to have a record of a discussion that addressed how faculty are taking information gleaned from the SLO assessment process and doing something with it to improve the quality of their instruction or programs.

## II. DISCUSSION/ACTIONS

### A. ACCJC Site Visit
#### 1. Short term goal:  "beyond proficiency by October 2013"

2. **Longer term goal:** "at sustainability before Fall 2014"
3. **ACCJC SLO rubric**
   The committee reviewed the ACCJC SLO rubric and identified the need to improve in order to meet ACCJC expectations of proficiency and sustainability.

B. **Improving our SLO Assessment process**
   1. **Quantity**
      K. Whitney provided a revised list of course SLO assessments that will need to be completed this spring.

   2. **Quality**
      There was robust discussion about how to improve the quality of the SLO assessment process. The committee was asked to consider what they would recommend to help make the SLO process more productive. It was pointed out that Long Beach City College provides stipends for its SLO representatives, which might indicate that ECC should be devoting more resources to improve its SLO organizational structure.

   3. **Models for SLO success/linking with part-time instructors**
      The faculty asked for clarification about who is responsible for training part-time faculty on SLOs.

## III. OTHER

## IV. FUTURE AGENDA ITEMS: Fall 2012 Program SLO Assessment Results

**NEXT MEETING:** Tuesday, April 2 at 1pm

**ATTACHMENTS:** Minutes 2/12/13; Accreditation Commission letter 2/11/13; ACCJC SLO Rubric; Future implications; Revised Spring 2013 Course SLO Assessments

## ★ ACTION ITEMS ★

| WHAT | WHO |
|------|-----|
| 1. Request an SLO agenda item for department meeting or report on a "brown bag lunch" meeting to document discussion of SLO results to answer the question: *How are department faculty taking information gleaned from the SLO assessment process and doing something with it to improve the quality of their instruction or programs?* | All department SLO reps |
| 2. Work with departments to provide paper or personal electronic documents to back up CurricUNET entries for Fall 2012 assessments. | All department SLO reps |
| 3. Notify faculty of revised Spring 2013 course SLO assessments to be completed (reported) before May 30 as in #2 above. | All department SLO reps |
| 4. Provide "How to do an SLO" to part-time faculty. | D.L. Hayden |
| 5. Clarify faculty responsibilities for working with part-time faculty on SLOs. | D.L. Hayden |