



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

**MEETING DATE:** Tuesday, April 2, 2013

**LOCATION:** MUSI-207

**TIME:** 1:00PM-2:00PM

**RECORDER:** D. L. Hayden

**ATTENDING:**

- D. Berney
- W. Georges
- J. Nachef
- K. O'Brien
- D. Rowan

- H. Storms, ALC Representative
- R. Swade
- K. Whitney, DSLO Facilitator
- C. Fitzsimons, Dean
- D. L. Hayden, Associate Dean

**GUESTS:** C. Mello

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## MINUTES

### I. INFORMATION/ANNOUNCEMENTS

#### A. Approval of March 5 minutes

The March 5 minutes were approved. [CM/KO]

- #### B. The Division office is assembling an archive of past SLO assessments. Faculty were asked to forward any electronic and/or hard copies of past assessments to Debbie Kyte.

### II. DISCUSSION/ACTIONS

#### A. Improving our SLO Assessment process

##### 1. Expectations for quality assessments

- Implications include link to curriculum/course outlines of record
- Strong data

K. Whitney reviewed the three areas of assessments that need special focus:

1. Clear rubrics
2. Disaggregated data to avoid over-generalization
3. Discussion of implications of the data that show reflection

##### 2. Communicate basics to PT faculty, refer them to K. Whitney, if further help is needed

The committee reviewed the revised Spring 2013 Assessment Schedule.

K. Whitney emphasized that Department SLO Representatives need to make initial contact with part-time faculty to make them aware of their SLO assessment responsibility and the May 3 deadline for getting assessments on CurricUNET with electronic copies to K. Whitney and D.L.Hayden.

##### 3. Comparing examples of good vs. weak assessments

C. Mello reported that 40 out of 60 assessments from Fall 2012 were returned to faculty. The most common problems were inadequate rubrics and discussion of implications of the data. To address some of these deficiencies, four new questions were added to the template to help faculty write more persuasively.

The committee reviewed some examples of Course SLO Assessments and arrived at a consensus of what constituted a “good” assessment. K. Whitney agreed to email the CSLO Template and CSLO example (English B) to faculty.

**B. All Spring 2013 Course SLO Assessments due on CurricUNET by May 3<sup>rd</sup>**

- 1. CurricUNET workshops in West Library basement lab to assist faculty with entering assessments:**
  - April 18 or
  - May 2 1pm-2:30pm
- 2. Faculty need to keep record for their own files**
- 3. K. Whitney will send an email to faculty if assessment report is "kicked back" for any reason**

**C. Reports from Department Representatives**

**III. OTHER**

**IV. FUTURE AGENDA ITEMS: Department strategies to document discussion of SLO assessment results**

**NEXT MEETING:** Tuesday, May 7 at 1pm

**ATTACHMENTS:** Minutes 3/5/13; Spring SLO Assessment memo and packet