



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

**MEETING DATE:** Thursday, September 4, 2014

**LOCATION:** MUSI-207

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

**RECORDER:** D. Kyte

**ATTENDING:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> L. Almo    | <input checked="" type="checkbox"/> D. Rowan                      | <input checked="" type="checkbox"/> F. Sadeghi-Tabrizi, DSLO Facilitator |
| <input checked="" type="checkbox"/> D. Berney  | <input checked="" type="checkbox"/> H. Storms, ALC Representative | <input type="checkbox"/> C. Fitzsimons, Dean                             |
| <input checked="" type="checkbox"/> W. Georges | <input type="checkbox"/> R. Swade                                 | <input checked="" type="checkbox"/> D. L. Hayden, Associate Dean         |
| <input checked="" type="checkbox"/> J. Nacheff | <input checked="" type="checkbox"/> V. Palacios, DSLO Facilitator |  |

**GUESTS:**

---

## MEETING MINUTES

### I. INFORMATION/ANNOUNCEMENTS

A. April 24, 2014 minutes

Approved.

B. Spring 2014 assessment reports due on TracDat by September 12

- Assessments should go to reps first for review before uploading to TracDat.
- V. Palacios can meet with any faculty who need assistance.
- V. Palacios clarified that the rubric can be copied and pasted and included as an attachment. F. Sadeghi-Tabrizi reminded the reps that the attachment can still be added after 9/12.
- D. L. Hayden clarified that only ALO's are due by 9/12 and that PLO's will be assessed by the end of fall 2014.

1. Workshops for entering Spring 14 reports in Library West Basement

- Wednesday, Sept. 10 3-4pm
- Thursday, Sept. 11, 1-2pm

2. Procedures for Department SLO Representatives

C. Fall 2014 Revised Timeline for Course SLO and PLO Assessments (to be posted on workroom door and initialed by faculty)

D. Accreditation visit: October ~~6-10~~ 6 – 9

- D. L. Hayden reported there will be a team coming to campus who will be looking at information on our computers 2 weeks before.

---

NEXT MEETING: OCTOBER 30, 2014

ATTACHMENTS: Minutes 4/24/14; TracDat training flyer; Adjusted Fall 2014 Timelines

8/28/2014

## II. DISCUSSION/ACTIONS

### A. Alignment grids

- F. Sadeghi-Tabrizi clarified SLO statements can align with more than one SLO but do not have to align with more than one.
- D. L. Hayden will slot the 2014 Assessment Schedule to all P/T faculty assigned to complete an SLO assessment for fall 2014.

### B. Fall 2013 TracDat Revisions/Improving Assessment Reports

- F. Sadeghi-Tabrizi passed out SLO Assessment Reports that need corrections before 9/12 and showed examples of where and how to make corrections in TracDat.
- Reps will work with faculty to make corrections in TracDat.
- B. Georges suggested downloading the new guide for TracDat.
- Reps need to do final reviews and send the 4 column reports via email to F. Sadeghi-Tabrizi and V. Palacios by 10/26.
- V. Palacios will be working with Art, Photo and Dance
- F. Sadeghi-Tabrizi will be working with COMS, Film, Music, and Theatre.

## III. OTHER

## IV. FUTURE AGENDA ITEMS: PLO Assessments; Assessing multiple-section courses

- F. Sadeghi-Tabrizi will be attending a PLO meeting next week and will email any important information to reps.