



EL CAMINO COLLEGE
FINE ARTS DIVISION
DIVISION SLO COMMITTEE

MEETING DATE: April 23, 2015

LOCATION: MUSI-207

TIME: 1:00PM-2:00PM

RECORDER: D. Kyte

ATTENDING:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> L. Almo | <input 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 checked="" type="checkbox"/> C. Fitzsimons, Dean |
| <input checked="" type="checkbox"/> W. Georges | <input checked="" 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. Approval of March 26, 2015 minutes

Approved.

B. Spring 2015 Assessments

- All department full- and part-time faculty contacted and on track?
 - Yes, all are on track.
 - D. Berney reported that one class was not taught this semester so PLO #3 was not completed. It will be assessed FA 15.
- CHANGE: Upload all Spring 2015 assessments this semester and
 - Discussed basic changes to TracDat, which will work with Word.
 - Faculty were encouraged to upload assessments this semester because TracDat is changing this summer.
- Follow up on Fall 2014 assessments for same course
 - When assessing the same course in another semester for SLO #2, you will need to go in and write a follow-up on what was completed in SLO #1.

II. DISCUSSION/ACTIONS

A. Review Fall 2015 assessment timelines

- Assessment timelines are in the SLO binders.
- It was suggested that 3 weeks into a semester to let the CCC know if a course scheduled to be assessed was cancelled.

B. Recommendations for Fall 2015 Flex Day

- New TracDat training
 - The committee suggested having a TracDat demonstration or training offered on Flex Day. D. L. Hayden will forward this suggestion to Staff Development.

NEXT MEETING: Fall, 2015 **ATTACHMENTS:** Minutes 3/26/15; TracDat workshops for entering assessments and follow up report; Coms Summary; Art SLO/PLO Summary and revised Summary;

C. Tentative DSLO meeting schedule for Fall 2015

- All Spring 2015 assessments uploaded by 9/11/15
- 1st meeting (4th week, Thursday): Flag explanation, Spring 2015 clean up
- 2nd meeting (8th week, Thursday): TracDat demo, Focus on Fall 2015 PLO/SLOs
- 3rd meeting (12th week, Thursday): Spring 2016 plans, Semester wrap up
 - The tentative Fall 2015 DSLO meeting schedule was reviewed.

D. Closing loop on Fall 2014 SLO/PLO Assessments

- Report from representatives on department discussions (V. Palacios)
 - ▷ Communication Studies
 - ▷ Dance
 - ▷ Film/Video
 - ▷ Music
 - ▷ Photography
 - ▷ Theater
 - ▷ Art
- The committee was asked to send any challenges to F. Sadeghi-Tabrizi and she will bring them up at the facilitator meeting.
- F. Sadeghi-Tabrizi asked C. Fitzsimons if there is available staff in the Fine Arts division office who could provide assistance uploading assessments to TracDat. C. Fitzsimons is looking into the possibility of a full-time clerical assistant or casual worker who may be able to assist with this in the future.
- Follow up on Department Summaries
 - ▷ Flex Day proposals → Staff development and Dean
 - ▷ Curriculum changes → Department curriculum representative and Dean
 - ▷ College resources → Department plan leader and Dean
 - ▷ Schedule changes → Department plan leader and Dean
 - ▷ Other
- Reviewed a list of department summaries which demonstrates how to get things going.
- The committee was reminded to let faculty know if they are responsible to for completing SLO assessments during the semester.
- They were also reminded to use the summaries to put results/needs into the plan.
- F. Sadeghi-Tabrizi will forward summaries to D. L. Hayden and C. Fitzsimons.

III. OTHER

IV. FUTURE AGENDA ITEMS: