



EL CAMINO COLLEGE
FINE ARTS DIVISION
DIVISION SLO COMMITTEE

MEETING DATE: Tuesday, April 24, 2014

LOCATION: MUSI-207

TIME: 1:00PM-2:00PM

RECORDER: D. Kyte

ATTENDING:

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

GUESTS:

MEETING MINUTES

I. INFORMATION/ANNOUNCEMENTS

A. March 27, 2014 minutes
Approved.

B. TracDat Training confirmation

- R. Swade and J. Nachev will complete TracDat training May 8th.

II. DISCUSSION/ACTIONS

A. Updates on timeline revisions [**were due on 4/21/14**]

- F. Sadeghi-Tabrizi sent email to reps re: limited offerings and asked reps to clarify when courses will be taught.
- B. Georges will clarify that there are SLO statements for each Theatre course.
- D. Berney informed F. Sadeghi-Tabrizi that one of the dance courses scheduled to be assessed this semester was cancelled and asked what the protocol is to reschedule the assessment F. Sadeghi-Tabrizi asked that he let her know which course it was and she will submit it to Isabel so she can change it on TracDat. She will confirm with D. Hayden that this is the correct process.
- F. Sadeghi-Tabrizi marked problematic assessments in red. Reps will check and contact her when fixed.
- J. Nachev will meet with F. Sadeghi-Tabrizi to check on changes.

B. Spring 2014 Course SLO Assessment signature confirmations

- Full-Time faculty leads work with part-time faculty
 - H. Storms will contact Art dept. faculty members to ensure they are aware they are scheduled to complete assessments.
- SLO Assessment Confirmation & TracDat upload timeframe
 - V. Palacios urged the committee to encourage faculty to upload assessments to TracDat as soon as possible rather than waiting until next semester.
 - D. Berney asked about the status of reps gaining access to input information for P/T and F/T faculty assessments. F. Sadeghi-Tabrizi reported that reps do have this access to help them out.

B. PLO assessment policy & discussion

- C. Mello clarified the process and provided some examples and tips for effectively completing PLO assessments.

C. ILO updates

- C. Mello reported that the ALC voted to go down to 4 from 6 ILOs, which are critical thinking, communication, information literacy and personal growth. The ALC will be going to the senate for a vote next week.

III. OTHER

A. Spring SLO Assessment uploads to TracDat

- F. Sadeghi-Tabrizi provided some instructions for entering assessments into TracDat.
- C. Mello explained what is needed in the Action Plan area. Make sure a future date is entered in the Action Plan otherwise it will enter the date that you assigned it.

B. Fall Flex-day PLO, SLO information

C. Fall Flex-day ILO assignments - department meeting

- Will have another sign-up sheet for fall assessments
- Additional TractDat training dates will be provided.

IV. FUTURE AGENDA ITEMS: FALL SLO ASSESSMENT SIGNUP SHEET; FACULTY TRACDAT TRAINING; PLO ASSESSMENT TRAINING