



EL CAMINO COLLEGE
FINE ARTS DIVISION
DIVISION SLO COMMITTEE

MEETING DATE: September 21, 2017

LOCATION: MUSI-207

TIME: 1:00PM-2:00PM

RECORDER: D. Kyte, Sr. Clerical Assistant

ATTENDING:

- | | | |
|---|--|--|
| <input type="checkbox"/> L. Almo (excused) | <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"/> R. Swade | <input checked="" type="checkbox"/> B. Price, Dean |
| <input type="checkbox"/> W. Georges (excused) | <input checked="" type="checkbox"/> V. Palacios, DSLO Facilitator, | <input checked="" type="checkbox"/> W. Cox, Associate Dean |
| <input checked="" type="checkbox"/> A. Micallef | ALC Representative | |
| <input checked="" type="checkbox"/> J. Nachef | | |

MEETING MINUTES

I. INFORMATION/ANNOUNCEMENTS

A. Approval of March 23, 2017 minutes

- Approved.

II. DISCUSSION/ACTIONS

A. Spring 2017 Assessments

- SLO
 - We have a few outstanding. W. Cox will speak with each of you and coordinate completion. We need to get them done as soon as possible.
 - V. Palacios suggested assessing all 3 SLO's in the same semester.
- PLO
 - PLOs need to be completed as soon as possible.
 - V. Palacios suggested requiring faculty to input data by the end of the semester. He reminded faculty to relate the PLOs directly from the SLOs.
 - F. Sadeghi-Tabrizi will send an email to Vince and Russ regarding the PLO should be done by 9/29/17.

B. Fall 2017 Assessments

- THEA 184 is waiting on results and Photo Journalism will be completed by Humanities.
- W. Cox will look at actions. Faculty need to go in and look at actions as well to see if they need follow-up. Faculty need to enter something in the follow-up section.

III. OTHER

- F. Sadeghi-Tabrizi suggested that new faculty be referred to an instructor teaching the same classes so classes are being taught the same way and with the same curriculum. This would also help with the evaluation process.
- B. Price suggested newly hired faculty set-up an appointment to meet with a full-time faculty member prior to teaching a course and creating a syllabus. F. Sadeghi-Tabrizi suggested each department have a sample syllabus or each course to provide to new hires. W. Cox suggested having a volunteer from each department who is willing to share their syllabi as a template.
- W. Cox will add to department agendas to ask faculty to go in and check on their follow-up reports and will ask for volunteers as faculty mentors for new faculty.