



Assessment of Learning Committee (ALC)

Monday, September 8, 2014

Admin 131 - 2:30pm to 4:00pm

SLO Coordinators: Russell Serr and Karen Whitney

Recorder: Isabelle Peña

Attendees:

Academic Affairs CEC – Chelvi Subramaniam
Dean's Representative – Jean Shankweiler
Business – Kurt Hull & Ana Milosevic
Fine Arts – Harrison Storms & Vince Palacios
Fine Arts Associate Dean – Diane Hayden
Industry & Tech – Sue Ellen Warren

Industry & Tech Associate Dean – Daniel Shrader
Mathematical Sciences – Susanne Bucher
Natural Sciences – (Thomas) Jim Noyes
Inst. Research & Planning – Irene Graff
Library/LRU – Claudia Striepe
Student and Community Advancement – Robin Dreizler

MINUTES

I. Call to Order

Meeting was called to order at 2:40 p.m.

II. Chris Mello – A Remembrance

The meeting began with a few minutes of the committee members sharing their memories of Dr. Chris Mello, former ALC chair and SLO Coordinator, who lost his battle with cancer and passed away on June 19, 2014. Karen W. played a CD of his music while other shared. Karen shared that he did so much for the school, especially with SLOs and accreditation and we didn't get to see his involvement with music—that he was a fantastic musician; some committee members shared that he was a great guy and had a wonderful sense of humor; Chelvi S. shared that it was great to see the other side of Chris—how he never missed a meeting (except during the last couple of meetings last Spring semester)—that he always scheduled his doctors' appointments around his school schedule; some had no idea he was sick and were amazed and impressed with his commitment to education and to this accreditation/SLO process.

III. Introduction of New Facilitators for Fall 2014

- A. Robin Dreizler will work with Service Area Outcomes (SAOs), specifically with Student Services and Student and Community Advancement; they are working on getting SAOs in TracDat.
- B. Renee Newell will help as Facilitator for the Industry and Technology Division.
- C. Corey Stanbury, water polo coach (not present) will be Facilitator for Health Sciences and Athletics; he will not be able to attend some of the ALC Meetings and Russell S. will represent the HSA Division when Corey Stanbury cannot attend the meetings.

IV. Approval of Minutes

A motion was made by Russell S. to approve the minutes for the 5/12/2014 ALC meeting and was seconded by Karen W. Motion was carried.

V. Reports

A. Facilitator/ALC Fall 2014 Schedule Reminders

ALC meeting and Facilitator Training Session dates for the Fall semester are listed at the bottom of the ALC Meeting Agenda.

B. Deadlines

1. Alignment Grids were due September 5, 2014.
2. Spring and Summer 2014 Assessments are due September 14, 2014. If possible, please return completed/aligned grids in Word format.
3. Fall 2014 Assessments are due February 9, 2015.

C. Annual Report from Facilitators

1. Karen W. received the reports submitted by facilitators from each division at the end of last semester (Spring 2014). She went through the division reports and put together an SLO Coordinators' Report and uploaded the information on the website.
(<http://www.elcamino.edu/academics/slo/SLO%20Coordinators%20Report%202013-14.pdf>)
2. Karen W. wanted to bring up one topic for the committee to think about or maybe clarification from Irene G.: On a few of the division reports, Karen W. saw references to some challenges relating to "sample size"—other people may have difficulty in knowing exactly what a good "sample size" is; for example, if it's a multi-section assessment with a lot of students in each class, how does one choose what the proper sample size is? Or on the other hand, there are only 10 people in a class and maybe the sample size is too small to have any good data. Irene G. stated she would have to look into it, but did state that when Institutional Research surveys the whole campus, 300-400 students gives a very low margin of error so that is what they strive for. The smaller the size of the class, the more variability you can have in trying to project a whole class.

D. SLO Website

Russell S. mentioned that ECC's SLO website is easier to access and find information. It is constantly being updated with reports (timelines and assessments). Soon the alignment grids as the Spring/Summer 2014 Assessment Reports will be uploaded to the website as well. Daniel S. stated that it is nice to have all the information centralized in one place on the website, rather than having each division trying to maintain its own web pages and having the SLO information on each division page/site.

VI. ALC Fall 2014 Goals

- A. Karen W. and Russell S. stated that we need to look at the proposed list of goals that some members came up with during the last ALC meeting in Spring 2014 and choose and decide which 3 are more important and make those goals their top priority for the Fall 2014.

1. Russell S. stated that one of the goals for this semester is to **establish a new ILO assessment cycle** and the first priority should be for an ALC sub-committee to assess the "Communication" ILO.
 - a. Order of ILO assessments (plan for it in Fall and assess in Spring)
 - Communication
 - Critical Thinking
 - Community and Personal Development
 - Information Literacy

2. **Creating ILO Bullets**

Some institutions have "bullets" that go with an ILO to make it clearer which ILO your program aligns with. Russell S. stated that Bob Klier thought it was a good idea and highly recommended it

to provide more clarity to the new ILOs. Russell S. clarified that we are not changing the ILOs at this time, but thought it would be nice to come up with 3 or 4 “bullets” for each ILO and asked the committee members to think about where, in each of their divisions, they can provide more clarity to make PLO- and Course-to-ILO alignments easier. For example, in Health Sciences and Athletics, which ILO does Personal Wellness/Physical and Mental Wellness go under? In looking at the four ILOs, it looks like Personal Wellness fits under ILO #3, Community and Personal Development; and it should be a bullet under ILO #3. Russell S. asked the committee to e-mail him “bullets” they think should fall under each ILO before the next meeting and he will compile a list to go over at the next ALC meeting. ALC will decide if this is something they want to do.

3. To provide awareness of an ILO, ***provide yearly campus-wide activities (for faculty, staff, and students) focusing on a particular ILO that is being assessed***; perhaps look at other schools and see what kind of activities they have when they assess their ILOs. Karen W. stated that if we were to do this, we would need to put some boundaries to that; Chelvi S. stated that we have to keep in mind what our goal is and the purpose for assessing an ILO; Russell S. will contact Kaysa Moreno to get an idea of what activities to have; Kurt H. suggested making this part of a Flex Day activity; Dan S. wanted to know if it is possible to get data from TracDat on how SLOs were aligned; Vince P. would like to know if coordinators can give a presentation of specific examples of how SLOs are aligned to PLOs, how PLOs are aligned to ILOs and how courses are aligned to ILOs so he can understand the process.
4. ***Utilize the alignment grids to help with the ILO process***; i.e. how did faculty fill out the grids? Is it consistent throughout the campus? SLOs do not have to align with every single ILO.
5. Conduct some Flex activities for faculty (PLO and SLO Norming Sessions)
6. Creating ALC orientation materials for new faculty
7. Increase Adjunct Faculty involvement: Multiple sections; common assessments; conduct some evening training sessions to include adjunct faculty; having training during “college hour”.

VII. Communication ILO assessment

Need volunteers to create a sub-committee to spearhead the assessment for the new ILO #2 Communication.

- No one volunteered at this meeting.

VII. Next meeting – September 22, 2014

VIII. Adjournment

Meeting was adjourned at 3:48 p.m.

SPRING 2014 ALC Meetings Mondays - 2:30 to 4:00 pm Admin 131 February 10, 2014 February 24, 2014 March 10, 2014 April 14, 2014 April 28, 2014 May 12, 2014	Facilitator Train-the-Trainer Sessions Tuesdays 1:00 to 2:00 pm DE 162 or Library West Basement, Rm. 19 March 11, 2014 April 29, 2014 May 13, 2014 “Working” Workshop: Entering SLO Assessments into TracDat Library Basement West Thursday, May 8, 1-2pm Tuesday, May 13, 1-2pm Wednesday, May 14, 2:30-3:30	Upcoming Deadlines February 10, 2014 - Fall Assessments
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