



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – 26 February 2007
Assessment of Learning Committee

Attendees: K. Clark, N. Freeman, C. Gold, D. Goldberg, I. Graff, J. Kasabian, L. Kjeseth, D. Maruyama, J. Simon, C. Striepe, D. Thompson

- I. **Meeting Dates:** Schedule of meetings was distributed.

- II. **Committee Member:** David Maruyama was introduced to the committee as the Compton Education Center representative.

- III. **Flex Day:**
Divisions reported SLO activities on flex day:
Natural Sciences: The division held positive discussion at its meeting. A program-level SLO based on the Scientific Method was discussed and rubrics were created. The division has a list of possible assessments from each area.
Math: The division held a productive meeting. The first half of the meeting was discussion on what is expected in courses and information in syllabus. The group divided into five programs in Math and developed an assessment for each.
Humanities: The division divided into groups based on programs and filled out assessment audit forms and SLO proposal forms.
Behavioral & Social Sciences: The division met in groups to review assessments and work on course level assessment proposals. It was a positive meeting.
Learning Resources: The unit had a powerpoint presentation and divided into two groups to assess two SLOs. Included in the meeting was faculty from CEC who implemented their own SLOs. Ideas were shared in a practical way of what worked and what did not.
Health Sciences & Athletics: Ian Haslam has resigned as Dean and the SLO committee membership has changed. During the time that Ian Haslam was at ECC, faculty were given the opportunity to complete a survey as to where they stood with SLOs. One proposal from the division's Kinesiology department comes from Tom Hazel. It was suggested that faculty member, Mark Lipe, may be able to assist with SLOs.
Fine Arts: The division held good progress on flex day. Two responses were received from Chris Wells – Speech and Joanna Nacheff – Choral Music.
Industry & Technology: Status is unknown. No representative present.
Business: No representative present.
Student Services/Counseling: A representative is needed for this division.

- III. **Subcommittees:** The committee members present at the meeting divided into the following subcommittees. The notes from these breakout sessions are found below.
 - A. **Publicity Committee:** Judy Kasabian, Kelly Clark, Nancy Freeman
 - B. **Accreditation Committee:** Don Goldberg, Arvid Spor, David Maruyama

- C. Handbook & Binder Committee: Jenny Simon, Claudia Striepe, Irene Graff, Darrell Thompson
- D. Curriculum Committee: Lars Kjeseth, Claudia Striepe, Christina Gold, David Maruyama.
- E. Documentation Committee: Jenny Simon, Arvid Spor, Christina Gold, Kelly Clark
- F. Bibliography Committee: Jenny Simon, Claudia Striepe, Irene Graff, Nancy Freeman
- G. Center for Teaching and Learning: Lars Kjeseth, Matt Kline, Darrell Thompson, Judy Kasabian

A. Publicity Committee

Responsibilities: Thinking of and following through on ways to keep SLOs and Assessments at the forefront of faculty's consciousness and to bring SLOs and Assessments to the attention of students. Also responsible for recommending ways to disseminate information about progress made.

Works with: Documentation Committee

Members: Judy Kasabian, Kelly Clark, Nancy Freeman

Spring Objectives:

1. Link SLO website to the ECC website.
2. Develop SLO website to include: college SLO, definition of SLO, program/faculty SLOs, student focus (what they are, how it can guide them, understand when they see it on a syllabus)

Long-Term Objectives:

1. Incorporating SLO on syllabus (course, program, and/or college)
2. Include SLO info in college catalog and brochures.
3. Publicize at faculty workshops (Honors Transfer, TEP...)
4. Publicize at student events (college orientation, honors, TEP, etc.)

B. Accreditation Committee

Responsibilities: Coordinating efforts to collect information and evidence for the accreditation self-report regarding SLOs and Assessments.

Works with: Documentation Committee

Members: Don Goldberg, Arvid Spor, David Maruyama

Objective: Assist Don Goldberg and his team with researching and collective evidence for the Accreditation Self-Study and the new SLO report.

C. Handbook & Resource Committee

Responsibilities: Coming up with a table of contents and coordinating efforts to put together a handbook and/or resource binder for use by faculty. Evaluating resources on an ongoing basis, starting this resources already on website.

Works with: Documentation and Bibliography Committees

Members: Jenny Simon, Claudia Striepe, Irene Graff, Darrell Thompson

Spring Objectives:

1. Evaluate links on ECC SLO website for usefulness.
2. Find several examples of SLO handbooks, and evaluate tables of contents.
3. Start drafting table of contents for ECC's SLO handbook.
4. Compile more useful resources for SLO website.

5. Collect “the best of” current assessment proposal forms to compile into a packet—a precursor to the full-fledged binder/handbook. Also collect examples from other schools.

Long-Term Objectives:

1. Write/compile a handbook which includes useful resources, how-to tips, forms, examples, and step-by-step instructions. (Any binder would be a pre-cursor to a handbook).
2. Continually evaluate, re-evaluate, and update resources page on ECC SLO website.

D. Curriculum Committee Committee (no, this is not a typo!)

Responsibilities: Researching and making recommendations to the ALC and curriculum committees where SLOs and assessments should be housed and what the relationship should be between SLOs and curriculum.

Works with: Documentation and Accreditation Committees

Members: Lars Kjeseth, Claudia Striepe, Christina Gold, David Maruyama

Spring Objectives:

1. More clearly define the relation between course objectives and student learning outcomes

Long-Term Objectives:

1. How will the sloa cycle fit into both curriculum and program review

E. Documentation Committee

Responsibilities: Reviewing current forms, making new forms, and standardizing formats as needed for documenting and reporting on SLOs and Assessments.

Works with: Publicity, Accreditation, Handbook & RESOURCE, and Curriculum Committee Committees

Members: Jenny Simon, Arvid Spor, Christina Gold, Kelly Clark

Spring Objectives:

1. Review and improve current forms: course-level and program-level assessment audit and assessment proposal forms. (March 12)
2. Draft a form for reporting assessment results and a questionnaire for reflecting on results of assessments. These forms should be designed around the idea of “closing the assessment loop.” (e.g. reflection questionnaire should contain a question about linking assessment results to institutional funding/master plans)
3. Start organizing web-pages to house documentation of SLOs and assessments.

Long-Term Objectives:

1. Continually evaluate effectiveness of forms.
2. Keep documentation on the web up to date.
3. Work with curriculum committee committee to determine where SLOs/assessment results should be housed.

F. Bibliography Committee

Responsibilities: Making a bibliography of resources needed for purchase to house in our resource library.

Works with: Handbook & RESOURCE Committee

Members: Jenny Simon, Claudia Striepe, Irene Graff, Nancy Freeman

Spring Objectives:

1. Find publishers with books published around SLOs, assessment and related topics.
2. Find out about logistics of attaining resources through the library vs. privately.
3. Find out about what resources Compton has collected on this topic.
4. Find out about a subscription to ERIC database.

Long-Term Objectives:

1. Occasionally evaluate collection, and add or replace books as needed.

G. Center for Teaching and Learning

Responsibilities: Coming up with a vision and a plan for the future Center for Teaching and Learning.

Members: Lars Kjeseth, Matt Kline, Darrell Thompson, Judy Kasabian

Objective: Keep eyes and ears open for opportunities to build a Center for Teaching and Learning in the future. For now, this committee will be put on hold.