



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION  
**DIVISION SLO COMMITTEE**

**MEETING DATE:** Tuesday, March 27, 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 type="checkbox"/> V. Palacios, DSLO Facilitator                   |
| <input checked="" type="checkbox"/> W. Georges | <input 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 type="checkbox"/> C. Fitzsimons, Dean                             |
| <input checked="" type="checkbox"/> J. Nacheff | <input type="checkbox"/> R. Swade                                 | <input checked="" type="checkbox"/> D. L. Hayden, Associate Dean         |

**GUESTS:**

---

## MEETING MINUTES

### I. INFORMATION/ANNOUNCEMENTS

- February 27, 2014 minutes  
Approved.
  - 1.F. Sadeghi-Tabrizi noted that she was not able to email a copy of the assessment timelines to committee reps because they were not on TracDat.
- Update on Fall 2013 assessment reports
  - All courses assessed in Fall 2013 have been uploaded to TracDat.
  - D. L. Hayden spoke with J. Nacheff about completing TracDat training and will remind R. Swade to complete training.
- TracDat trainings
  1. Goal: all DSLO reps trained by Spring 2014
  2. TracDat 101 (to learn the basics): Thursday, April 17
  3. Entering Reports on TracDat: Thursday, May 8, and Tuesday, May 13, 1-2pm
  4. Register for trainings on <http://elcamino.flexreporter.com>. All training sessions are in West Library basement.
- Timeline revisions based on courses offered on a limited basis
  - D. L. Hayden will make recommendations of assessment timelines once the class schedule has been determined.

### II. DISCUSSION/ACTIONS

- Spring 2014 Course SLO Assessment
  1. Full-Time faculty leads for part-time faculty doing assessments

---

NEXT MEETING: April 24, 2014

ATTACHMENTS: Minutes 3/27/14; TracDat training flyer; Spring 2014 Timelines;

3/19/2014

- Faculty leads will report to reps. Reps will make sure all classes are assessed next semester.
  - Reviewed and discussed the Spring 2014 assessment timeline.
  - Some changes were made to faculty responsible for assessments.
  - Concerns were discussed about ensuring responsible faculty are aware of which assessments they are responsible for.
  - It was decided to put a list of assessments due on the door near the mail boxes where responsible faculty will list an estimated date of completion and initial, which will be due 4/24.
  - D. L. Hayden distributed a template for TracDat to part-time faculty who have assessments due.
  - D. L. Hayden will incorporate SLO and TracDat training information in new hire orientation.
2. Roll of DSLO representatives in course assessment
- D. Berney requested that faculty leads have access to input data into the TracDat template. He also requested access to all F/T faculty assessments as well as part-time faculty assessments.
  - C. Mello suggested they submit a list of faculty leads and request they have access to assist part-time faculty. However, they may not grant access to full-time faculty assessments.
3. Plan for SLO assessment confirmations by Thursday, April 24
- Reps will provide status of assessments that have been completed or provide dates of when they will be completed.
  - D. L. Hayden will update the Spring 2014 assessment list and send to B. Klier.
  - D. L. Hayden will send an email to faculty responsible for SLO assessments asking them to sign-off on the list on the door near faculty mail boxes.

### III. OTHER

### IV. FUTURE AGENDA ITEMS: PLO Assessment policy; ILO updates; SLO Assessment Confirmation update

- ILOs are complete; they just need to go through the senate.
- D. L. Hayden clarified that we are using ILS assessments to prove that GLOs are complete.