



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION

**DIVISION STUDENT LEARNING OUTCOMES (SLO) COMMITTEE**

**MINUTES - FINAL**

**MEETING DATE:** Tuesday, September 6, 2011 **LOCATION:** Dean's office

**TIME:** 1:00PM-2:00PM

**NOTE TAKER:** D. Hayden

**ATTENDING:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> D. Berney                 | <input checked="" type="checkbox"/> H. Storms                    |
| <input checked="" type="checkbox"/> W. Georges                | <input type="checkbox"/> R. Swade                                |
| <input checked="" type="checkbox"/> C. Mello. SLO Facilitator | <input checked="" type="checkbox"/> C. Fitzsimons, Dean          |
| <input checked="" type="checkbox"/> K. O'Brien                | <input checked="" type="checkbox"/> D. L. Hayden, Associate Dean |
| <input checked="" type="checkbox"/> D. Rowan                  |  |

**VISITORS:**

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**INFORMATION/ANNOUNCEMENTS:**

- I. SLO 4 - Year Timelines should already be submitted. Any outstanding timelines should be forwarded to C. Mello immediately.

**DISCUSSION/ACTIONS:**

II. FA 2011 SLO Semester Deadlines:

- A. All Spring 2011 SLO Program/Course assessments are due: 9/13/11
- SLO Committee representatives should send Assessment reports to: C. Mello [cmello@elcamino.edu](mailto:cmello@elcamino.edu) and [SLO@elcamino.edu](mailto:SLO@elcamino.edu) using the hardcopy forms available online (the "old" way, no CurricUNET.)
  - SLO Committee representatives were asked to send their department list of courses that were assessed Spring 2011 so that facilitator can follow up.
- B. List of all Fall 2011 SLO Courses targeted for assessment: 9/21/11
- SLO Committee representatives inform their department faculty of which courses/programs are targeted for assessment in Fall 2011.
  - SLO Committee representatives provide liaison to PT faculty who have courses to be assessed.
  - Reminder to SLO Committee representatives to please stay on top of the faculty in your department to make sure they know if they have to assess a course.
- C. All F/T Division Faculty trained on new CurricUNET SLO Module: 12/10/11
- D. Fall 2011 SLO Course/Programs Assessments due via CurricUNET: 3/02/12

III. Streamlining the Course Assessment Process

- A. C. Mello suggested that the committee develop a small FA Division Packet for faculty to use in course assessments. He provided a one-sheet summary of the SLO Assessment process to consider. C. Mello pointed out that the Division has currently assessed only 25% of its courses. The faculty discussed the division goal of getting to 100% assessed and the most efficient means of achieving it.
- B. H. Storms presented an example of an Art SLO Assessment and report. C. Mello clarified that SLOs
- Are a tool for improving instruction,
  - Should be measurable,
  - And need not be exhaustive, that is, if there is more than one SLO for a course, only one that addresses the broadest goals of the course needs to be assessed.
- C. C. Mello asked the committee representatives to contribute an example of exercises and assessment rubrics that have worked well for their departments by the next SLO meeting. These examples will be included in the Division Packet as models for faculty.

IV. Part Timers & Course Assessment

For departments with only one or two full-time faculty, part-time faculty may be required to do some SLO Course Assessments. Full-time faculty will serve as liaisons in the process. The SLO packet being developed will also help in educating part-timers about the SLO Assessment process.

V. SLO Module Training Discussion Strategies

The DSLOC will discuss this more fully when C. Mello receives more information about the campus training schedule.

**FUTURE AGENDA ITEMS:**

- New SLO CurricUNET campus training schedule
- Department examples of SLO exercises and rubrics
- SLO info packet
- List of Fall 2011 Assessments

**NEXT MEETING:** Thursday, October 27, 2011 at 1pm in the Dean's office

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Attachments: Fine Arts Division SLO Course Assessment Information sheet  
Life Drawing sample SLO Assessment Report

- Dean
- Chair
- Committee
- Portal
- Dean's notebook
- Recorder's notebook