

**El Camino College Humanities Division
Reading Committee Meeting Minutes
March 14, 2013**

M. Cheung	X	R. Cerofeci	X	S. Corbin	X	S.Schwartz	X	R. Kistler	X
C. Parks	X	V. McCallum	X						

I. ACCREDITATION

1.1 The ACCJC February 11, 2013, letter was revisited by faculty. All instructors are aware of the current status and recognize the importance of working diligently and quickly to rectify any issues.

The reading class being assessed this semester is English 82. The assessment must be complete by the end of the semester. In order to collect proper data, all instructors teaching English 82 this semester MUST have all test results in Parscore by 5 pm on June 6th. The results from all pre-assessments, midterms and finals must be submitted by this deadline. An email should be sent to all instructors teaching 82 this spring to inform them of this deadline and to ensure the data is collected on time.

1.2 Matt Cheung discussed the issue regarding validation of tests currently being utilized as reading SLOs (Townsend Press & DRP).

A. He contacted Townsend Press and was issued a letter explaining the process of validation used by the company. The letter did not contain strong evidence that the tests are valid. This uncertainty prompted Matt to contact Institutional Research in order to confirm validity. Currently, Josh is conducting a series of tests to ensure that the tests are valid for our student population and that they match the appropriate skill level. Josh will measure skill, the test scores in relation to class level, and bias.

B. The DRP is validated by the publisher of the test. There is an explanation of validation in the administrative booklet. However, the committee feels that it is important to revisit the validation process to ensure that it is valid for our population. Matt is to follow up with Cynthia Silverman, who worked on this issue several years back, and continue to work with IR.

Additionally, the committee felt it would be in our best interest to call other bench mark schools and find out what they are using for exit exams and if they are currently validated.

1.3 It was decided that a representative from the division should be present at all future deans meetings in order to ensure that division recommendations are being addressed.

1.4 SLO alignment grid

All syllabi must include the approved class SLOs. In order to ensure consistency, please use the SLOs that are available on the grid. The correct SLOs are posted on the El Camino website.

www.elcamino.edu

click on "current students" located at the top of the page

click on "academic programs" located on the left-hand side of the page

click on Humanities

click on "SLO" located at the bottom left of the page

click on "SLO division documents"

click on "English"

The correct SLOs for all classes are listed there. All instructors must make sure that their syllabi include the correct SLO!

2. CURRICULUM and SLO UPDATES

2.1 SLOs Assessment

A. In order to assess the effectiveness of the SLOs, instructors should look at the passing statistics from the most recent program review. Additionally, all instructors should identify class pass rates on the two exit exams for their last two semesters and analyze the results.

2.2 Learning Connection

A. Once we have thoroughly analyzed the passing rates, we can identify patterns and uncover areas of concern. This should be looked at on a department level and on an individual level.

B. Instructors should refer to self-evaluations to identify strategies and objectives to address the results of the SLOs.