I. Call to Order
    Dr. Stephanie Rodriguez, Dean, called the meeting to order at 1:00 p.m.

    In Attendance (by sign-in)
    Deans: Dr. Stephanie Rodriguez, Daniel Shrader

    Faculty: Robert Beaudoin, Vera Bruce-Ashley, Victor Cafarchia, Steve Cocca, Ross Durand, Patricia Fairchild, Mark C. Fields, Patricia Gebert, Hiram Hironaka, Harold (Ed) Hofman, Richard Hughes, Ray Lewis, Lee MacPherson, Douglas Marston, William Melendez, Vivian Nemie, Renee Newell, Daniel Richardson, John Ruggirello, Jack Selph, Michael Stallings, Sue Ellen Warren, Merriel Winfree.

    Staff: Denise Spurlock (Recorder)

    Absent: Eric Carlson, Harry Stockwell.

    Introductions
    Dr. Rodriguez introduced the new Interim Administrative Assistant Denise Spurlock and those in attendance introduced themselves.

II. Accreditation Status

    A. Dr. Rodriguez reviewed the College's current status with the Accrediting Commission; a copy of the Commission's letter of February 11, 2013, and the evaluation rubrics for program reviews, planning, and student learning outcomes were distributed. While all other accreditation concerns have been cleared, the College is now in crisis mode with respect to meeting the Commission's requirements for student learning objective (SLO) assessments.

        Currently, SLO assessments are only 50% complete for the Division. Pati Fairchild and Sue Ellen Warren are the Division's SLO facilitators. Dr. Rodriguez and Pati met on Wednesday, March 13, and found that 18 courses were listed in the catalog are no longer being offered. Fourteen complete assessments were located. These findings reflect that SLO assessments for the Division are at 60% completion. Completion of the remaining assessments scheduled for Fall 2012 will result in the Division achieving a 78% completion. When we complete the Spring 2013 assessments, our Division will achieve a 98% completion.

        The goal is to align SLO assessment with program reviews on a two-year cycle. There was also discussion regarding
            a. aligning assessments with labor market information,
            b. using Plan Builder for program reviews (but not SLO assessment),
            c. how the SLO assessment process can be streamlined, and
            d. how other community colleges manage these processes.

        Although all of these are areas for continued discussion, the primary objective at this time is to complete SLO assessments that are required.

B. Pati Fairchild reviewed the master SLO grid that has been developed to track completion of SLO assessments. In addition to the grid, she distributed a list of courses that need to be assessed. At least one assessment must be completed for each numbered course by May 3. Several concerns were addressed:

    a. For multi-section courses, assessment can be done for a random selection of students across the sections or for one section only.

    b. The completion date of May 3 is prior to the end of the term; assessment can be done on a mid-term basis. Although there is some discussion regarding pushing the deadline to the end of the semester, but faculty need to move forward to meet the May 3rd deadline.

    c. The required documentation for the assessment has not been clearly defined; however, the rubric on the form fills the need for documentation.

    d. Eighty (80) assessments need to be completed now. All future courses offered will need to be assessed.

Pati distributed both poor and good examples of "future implications" section of the SLO assessment. The important aspect of this section is reflection on how the results of the data can be used by the faculty and campus leadership as part of an ongoing program of making improvements and changes to improve student learning.

A copy of the CurricuNET template for assessment was also distributed as well as step-by-step instructions for completing both course and program SLO assessments using CurricuNET.

Faculty is encouraged to have both formal and informal discussions regarding SLO assessments and should document those meetings. Copies of emails, minutes, etc., can be sent to Denise for inclusion in the Division records of those ongoing discussions.

Dr. Rodriguez summarized the following goals regarding SLO assessments:

    1. One assessment for each course offered this semester must be in CurricuNET by 5/3/2013; assessments identified for Fall 2012 are due by 3/28/2013 (two weeks).

    2. A quality check should be completed on all assessments already written.

    3. Faculty and management should hold both informal and formal conversation about SLO assessment on a regular basis and send documentation those discussions to the Division office.

III. Other Business

A. Steve Cocca reported on plans for a CTE counselor training on April 27th from 9 a.m. to 12 noon; those interested in participating should contact Steve.

B. Daniel Shrader noted that program reviews are due in the fall for Auto Tech, Engineering Tech, and Fashion. He offered to help those departments on a weekly basis beginning this Spring semester so the program reviews could be completed well before the fall semester deadline.

C. Jack Selph inquired whether a check had been done to assure that all data is current and correct for the various certificates and degrees offered by each department.

Meeting was adjourned at 2:15 p.m.