

El Camino College  
Mathematical Sciences Division

DLOACC Meeting  
Thursday, March 8, 2018  
1:00pm–2:00pm  
MBA118

1. Update on Fall 2017 SLO and PLO report completion. All reports and follow ups were due in TracDat by Friday 3/2/18.

Spring 2018 SLO/PLO assessment schedule

Com D assessing SLO #2

CM2 assessing SLO #4 and PLO #2

CM3 Math 116 assessing SLO #1 and PLO #1

ENGR assessing SLO #1 and PLO #1

CSCI 30 and 40 assessing SLO #1, CSCI 12 assessing SLO #1 & #4, PLO #4

2. Spring 2018 SLO questions were due by Friday February 2/23/18.
3. Review SLO Facilitator responsibilities
4. ILO assessment this semester is Information Literacy
5. Dean's Remarks

EL CAMINO COLLEGE  
DIVISION LEARNING OUTCOMES ASSESSMENT  
COORDINATING COMMITTEE MEETING  
(DLOACC)

Thursday, March 8, 2018

Present: Susanne Bucher, Milan Georgevich, Zachary Marks, Susan Taylor, Linda Ternes, Jacquelyn Sims

**Fall 2017 SLO AND PLO REPORTS**

All reports were due in TracDat on Friday, March 2, 2018.

Missing PLO report from Fall 2017

**Spring 2018 SLO/PLO assessment schedule**

Com D assessing SLO #2

CM2 assessing SLO #4 and PLO #2

CM3 Math 116 assessing SLO #1 and PLO #1

ENGR assessing SLO #1 and PLO #1

CSCI 30 and 40 assessing SLO #1, CSCI 12 assessing SLO #1 & #4, PLO #4

**Spring 2018 SLO questions were due by Friday February 2/23/18**

All assessment questions have been submitted.

**Review SLO Facilitator**

Susanne Bucher announced that after 5 years of being SLO facilitator she is stepping down from the position. Jacquelyn Sims will present the available SLO facilitator position during the department meeting. Susanne Bucher will help with the transition beginning fall 2018.

S. Bucher explained the duties of SLO facilitator, it is busiest in the beginning and end of the semester. During the middle of the semester there are only a few meetings.

**ILO assessment this semester is Information Literacy**

M. Georgevich asked if there were any changes to TractDat. S. Bucher explained there are no changes to TractDat besides the name change, Nuvantive, which shows on the front page. The format for Nuvantive is the same as TractDat.

S. Bucher explained that follow ups on SLO still need improvement. S. Bucher checks the action due date when reviewing reports and asks course coordinators to enter a follow up for all past due actions. It was recommended by an instructor that a check list would be helpful to send out to the committee coordinators. S. Bucher sent out the course coordinator check list for committee leads to share.

Z. Marks explained there are old reports still showing in TractDat on the bottom of the page. L. Ternes asked if it is possible if the old reports can be archived. S. Bucher will ask if there is a way to archive the old reports at the next ALC meeting. There may be old reports on top or bottom of the list depending on how the reports are entered. TractDat was chosen because it was better than Curricunet.

**Announcements:**

Z. Marks might be doing CM2

J. Ng will be doing CM1

M. Georgevich is doing Engineering

S. Russell will be doing Computer Science

M. Georgevich mention that Massoud Zahedi is possibly going to be the course coordinator for ENGR 1 this semester, he was still waiting for confirmation from Massoud.

**Dean's Remarks**

J. Sims thanked the committee for all that they do and also thanked everyone who have submitted all the reports.

## SLO Facilitator Duties & Responsibilities

- Email SLO committee leads for each program requesting names of course coordinators for courses that are being assessed.
- Create SLO assessment list for posting in the Division Office.
- Collect SLO questions, create a list of SLO questions and turn them into division office to be posted on the portal.
- Check SLO/PLO reports for the four components of an SLO report (assessment method & rubric, standard for success, data analysis including sample size & percentage of students scoring at each level in the rubric, action & action due date).
- Check all SLO/PLO reports to make sure all actions have a follow up by the action due date. Remind and assist faculty in completing follow-ups.
- Attend SLO facilitator meetings (Tuesday's during college hour – there are usually 3 meetings per semester)
- Attend ALC meetings (Monday's from 2:30 to 4 pm – there are usually 3 to 4 meetings per semester).
- Organize participation from Math Division in ILO assessments (varies based on which ILO is being assessed)
- Organize & run DLOACC meetings (usually 3 times per semester) to share information from ALC meetings and to discuss SLO/PLO process with committee leads.
- Submit a 3<sup>rd</sup> week report of classes that are scheduled for assessment but were either cancelled or not offered.
- Periodically send reminders to faculty regarding assessments that are due, due dates, workshops, and other trainings.
- Meet with Dean on a regular basis regarding assessment progress, and possible difficulties.
- Assist faculty with the assessment process, TracDat training, and entering assessments.
- Submit a year-end report regarding progress on assessments, difficulties, and highlights in your division (once a year at the end of the spring semester).

Note: SLO Facilitator can earn up to 40 hours of extra pay at \$50.58 per hour for the above duties & meetings (all meetings can be claimed for extra pay except ALC meeting).