

Chaffey ^ College

SLO Task Force Meeting Minutes

BEB Building, Conference Room 204

October 15, 2008

I. Call to order

Tom Vitzelio called to order the regular meeting of the **SLO Task Force** at **12:30pm** on **October 15** in **BEB 204**.

II. Members Present

Jo Alvarez
Grace Aregielo
Marie Boyd
Sid Burks
Beth Child
Joann Eisberg
Jim Fillpot
Sherrie Guerrero
Laura Hope
Teresa Hull
Christine Lively
Carol McClure
Laurie Pratt
Giovanni Sosa
Tom Vitzelio
Keith Wurtz

III. SLO Progress Report

- **Trainings attended**—Marie Boyd and Tom Vitzelio attended the WASC Student Learning and Assessment Levels 1 and 2, WASC Accreditation Self Study, and Strengthening Student Success: Basic Skills and Beyond conferences which addressed SLO implementation, assessment and issues experienced by other colleges. Although Chaffey still needs to work on a consistent SLO model and areas of improvement, we are in a good place.
- **Program SLO status report**—We are in the process of collecting program level SLOs for all programs to see where we are as a college. Programs are at a variety of levels. Some departments are still assessing their SLOs while others have finished. A model SLO should be developed for all departments to reference. This will produce more consistency.

- **Z drive and website updates**—Marie is working on updating the Z drive similar to the Curriculum folder. It will have a “Please Read This First” Announcement and current SLOs. Jim Fillpot inquired whether it would be possible to have a folder that held past SLOs for reference. Keith Wurtz brought up an idea of having an SLO template in the folder. The website is a work in progress and will look to the taskforce to seek guidance on development.
- **SLO Guidebook and Glossary of terms**—Giovanni Sosa suggested having an in-service training so that the committee speaks with one voice, using the same language. This will produce more success. Blackboard and Google Docs were suggested as mediums of communication. The committee accepted moving in this direction. If anyone has any other suggestions, they should email Tom.
- **SLO Workshop “Debunking the Myths of SLOs”**—We are looking to schedule this workshop for the last week of October and repeat one in November. The dates will be finalized with Len Crow and Vera Dunwoody in the Faculty Success Center. Tom distributed a handout illustrating the “Myths” about SLOs. The committee agreed to update the handout by having a column that stated the “Facts” about SLOs. Sid Burks shared that the myths have become a self-perpetuating roadblock for the SLO process. Explaining the difference between SLOs and evaluating faculty should start at the Dean’s level and cabinet to clarify the intent of SLOs. Laura Hope added that SLOs can be used by faculty when writing their self-evaluations, but individual data can never be used by the district against faculty in their evaluations. Marie agreed that bringing the facts to the forefront will be a top priority for the workshops and committee as a whole.
- **Chaffey College Core Competencies/Institutional SLOs**—Core competencies came from the SLO groups in faculty senate and curriculum. The Core Competencies will connect the program and course level SLOs to ends policies and the entire institutional effectiveness model. Tom passed out a handout to illustrate how the core competencies fit and asked the committee to review and approve these so we can move them through the shared governance process. Marie spoke to student government and asked what were the most important skills they wanted to achieve upon graduating Chaffey. Critical thinking, writing, and time management skills topped their lists. Being open minded and culturally aware were also important attributes concerning students. The graphs illustrated that Chaffey’s agenda is consistent with these students’ goals. Electronic copies will be forthcoming. Marie will also share cores with the Curriculum Committee and work with faculty in order to weave these important themes into instruction.
- **SLO Newsletter**—The task force will use this tool to bring information about SLOs to the entire faculty and staff. It will be the voice for the task force.

The newsletter will go out monthly. Tom shared a draft template. Standard sections proposed are: Featured Departments, Questions and Answers, PSR & SLOs, Accreditation and How Does it Fit in?, along with special features that highlight new ideas, programs and data.

- **Meeting Schedule for the remainder of the year**—The task force discussed alternative meeting dates. An email will be sent to all members inquiring about availability.
- **Integration of SLOs in PSR**—Sherrie Guerrero discussed the important connection between PSR and SLOs. Right now the PSR committee is taxed with overwhelming workload. If the two committees can work in conjunction with each other, important feedback and a common model could be implemented across campus. Because PSRs have been understood as “money requests” up to this point, Carol McClure suggested making a rule stating PSRs will not be looked at unless SLOs are completed. When looking at past SLOs, she also saw obvious discrepancies in output. Marie again stated that developing a model SLO, or an example of a good SLO like the one completed by VPCA, will be a goal for the task force. Jim reiterated that there needs to be quality control and a documental process and PSR fits that need. Tom agreed and added that integrating SLOs in PSR, bringing institutional effectiveness in SLOs to WASC’s level of implementation, and the task force being the “engine that drives the college to the proficiency level of SLO implementation” will be the three most important areas the committee will address for the next year.
- **Other**—committee will review mission and vision statements. Laura added that the committee needs to work as “SLO missionaries” disseminating information throughout campus about SLOs and that each department and area of uniqueness have an assigned person of contact to facilitate thoughtful exchange. Marie agreed.

IV. Adjournment

The meeting adjourned at 1:32 p.m.