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| **Topic** | **Discussion** | **Decisions** |
| Meeting Start Time: Committee Members Present: Visitors Present:Review of the Minutes:Collection of 2009-2010 SLO Cycle Assessments:CurricUNET: Instructions for including SLOs: | The meeting commenced at 1:32 pm in Room 709.Toni Pfister - Chair, Sandie Noel - Recording Secretary, Members: Mary Lofgren, Sidne Horton, Daniel Gilison, and Cathy Zazueta. None.The committee members did not review the last minutes for February 2011 but Toni stated that they would be ready for review at the next meeting.Toni informed the members that 46% of courses had SLOs and 31% were assessed. Toni is conducting quality control on the assessments.  Toni informed the committee that she had been working with Dixie Krimm on designing CurriUNET instructions for SLOs. She stated that she is going to revise the form to make it simpler. |  |
| **Topic** | **Discussion** | **Decisions** |
| Design Survey Monkey questionnaire regarding increasing submission rate of outcomes and cycle assessments:Meeting times for Spring 2011:Open discussion:Adjournment: | Toni stated that she would like to have at least 10 questions on the survey and asked for the members to come up with questions. The members discussed which questions should be on the survey.Sidne suggested there be some factoids with each question and Mary suggested that some questions be geared for divisions.Toni asked if there should be a question about how faculty could use a flex day. Mary suggested that faculty may prefer to have 3 hours of flex time and that should be a question asked. Sidne and Daniel also suggested that the questions should be geared to inform faculty of what is specially needed, time frames and due dates. Toni stated that she would make sure that any item requested would not have too much or too little time due.Toni stated that she would like to have the survey ready by April 14th. The committee members were in agreement with the meeting dates.Toni informed the committee that she had mentioned at the last meeting that there would be a workshop on April 14th and that it is going to be called “SLO Celebration”. She stated that there will be about three guest speakers. She also asked the committee for suggestions on who could present SLOs. The committee named some faculty members who may be interested.The meeting was adjourned at 2:10 pm. The next meeting will be held on April 13th, 2011 at 1:30 pm in Room 709. |     |