

Student Learning Outcomes & Assessment Committee

Agenda

Special Meeting, July 22, 2008

3:00 – 4:00 pm in Room 2131

1. Review of the minutes from the meeting on May 13, 2008.
2. Review of SLO ID Forms that have been submitted since last meeting.
3. Discuss goal attainment and rudimentary SLO tracking system.
4. Discuss Institutional SLOs
5. Open

IVC Mission Statement: The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

SLO Committee Mission Statement: *The vision of the IVC SLO committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.*

Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 07/22/08

Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Introduction:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of Minutes:</p> <p>Review of ISLO ID Forms:</p>	<p>The meeting began at 3:10 pm in room 2131</p> <p>Ms. Toni Pfister introduced Sandie Noel, who will be the new secretary of minutes for this committee meeting.</p> <p>Toni Pfister Sandie Noel, Secretary of Minutes Mary Lofgren, Lisa Soloman, Romano Sanchez Dominguez</p> <p>Letty Petty - Division Secretary for Behavioral Rhonda Ruiz - Division Secretary for Public Safety. David Zielinski - English Department</p> <p>The minutes were reviewed.</p> <p>32 SLO ID forms were accepted as presented or with minor changes (starting with a verb, covering more ISLO's).</p> <p>Pre and post assessments were encouraged when applicable.</p>	<p>Sept 9, 2008: The chair communicated with all those who were asked to make changes and either the changes were made or the leads explained why changes shouldn't be made.</p>

Student Learning Outcomes & Assessment Committee

Agenda

September 9, 2008

3:15 – 4:45 pm in Room 700/Building 700

1. Review minutes from the meeting on July 22, 2008.
2. Review SLO ID Forms that have been submitted since last meeting.
3. Define “outcome”. Here are some examples:

From Cabrillo College: "A Student Learning Outcome is different from a course objective. SLOs for the classroom describe the knowledge, skills, abilities or attitudes that a student can demonstrate by the end of your course."

From Skyline College: "Student Learning Outcomes are the degree to which students are learning what is intended for them to learn, whether on the course, program, or institutional level."

From Oxnard College: "A student learning outcome is a statement of expectation that articulates what students will know, do, or feel as a result of a 'treatment' where what students have learned is assessed, documented, and used for improving learning."

From Diablo Valley College: "A student learning outcome is a statement of what a learner is expected to know, understand or be able to do as a result of a learning process. The intended educational outcomes must be consistent with the institutional mission."

4. Describe “Strive for Five” – begin to develop descriptions of the five ISLO’s
5. Discuss SLO cycle
6. Open

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Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Announcements:</p> <p>Vote for Secretary:</p>	<p>The meeting began at 3:15 pm in Room 700.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Mary Lofgren, Rosa Pitones, Dennis Carnes, Sidne Horton, Lisa Solomon, Mirtha Galindo, Jose Ruiz, Frank Rapp</p> <p>Robert Abrams, Alicia Ortega, Manfred Knaak</p> <p>Ms. Pfister reported that 42 new SLO forms have been submitted from various campus departments, adding up to approximately 76 total forms received. She informed the committee that she plans to distribute a survey in the spring that will allow others to review how the SLO process is progressing.</p> <p>Ms. Pfister asked for approval to post the 'Strive for Five' document on the SLO's webpage. Sidne Horton asked for approval to also post examples of completed SLO's.</p> <p>The committee members nominated Sandie Noel from Exercise Science/Wellness/Sports Division to be their recording secretary.</p>	<p>It was agreed upon by all members present – The "Strive for Five" document will be posted on the website. Ms. Pfister stated that she would review some completed SLO ID forms and post them on the website.</p> <p>The committee members voted for Sandie Noel. All were in favor and it was approved.</p>

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Topic	Discussion	Decisions
Visitors Comments:	None.	
Review of Minutes:	The minutes for July 22, 2008 were reviewed.	The minutes were approved with a noted change in the section, Review of ISLO ID Forms. The approved minutes will be posted to the SLO website.
Unfinished Business:	A sample of Institutional Level Learning Outcomes from Bakersfield College was distributed for review and discussion.	
New Business:	<p>1. The Purpose of the SLO Committee: A hand out was distributed on examples for purposes of the SLO committee. The members reviewed the document and discussed various purposes for this committee.</p> <p>Dennis inquired if the SLO's would become more transparent and if they will be shared with students. Ms. Pfister stated that it is hoped by the committee that in spring instructors' will begin listing their outcomes in their syllabus. Dennis shared that this would help students comprehend what they will gain from taking the course.</p>	The members agreed to the following four purposes: 1) Educate the campus community about outcomes and assessments; 2) Provide outcome and assessment tools and resources to the campus community; 3) Manage outcome data and the evaluation processes; and 4) Assess and improve the outcome cycle.

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<p>New Business: (continued)</p>	<p>3. Outcomes Cycle: The members reviewed an example document of Student Learning Outcomes Assessment Cycle. The members shared various ideas on how to format a document for our campus. Ms. Pfister also discussed how the outcome cycle process works but stated more work needs to be done in this area.</p>	
<p>Meeting Adjourned:</p>	<p>The meeting was adjourned at 4:15 pm.</p>	

**Student Learning Outcomes & Assessment Committee
Agenda**

October 14, 2008

3:15 – 4:45 pm in Room 700/Building 700

1. Review minutes from the meeting on September 9, 2008.
2. Update from Student Success Conference
3. Discuss first SLO newsletter which was emailed to IVC community last week.
4. Provide the tally and percentage of SLO ID forms submitted. Discuss how the process has been going and if our Fall 08 goal was met.
5. Discuss & plan next step in outcomes process including new form.
6. Discuss the “Big Plan” – the complete SLO cycle for next few years.
7. Request assistance from members if they can stay after meeting for 15 minutes to help organize and manage the data (SLO ID forms submitted this far).
8. Open

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In effort to further its vision, the SLO Committee will strive to

1. Educate the campus community about outcomes and assessments
2. Provide outcome and assessment tools and resources to the campus community
3. Manage outcome data and the evaluation processes
4. Assess and improve the outcome cycle

We will conduct an annual review of the outcomes process and implement improvements based on our findings,

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Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of Minutes:</p> <p>Update from Student Success Conference:</p>	<p>The meeting began at 3:25 pm in Room 700.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Dean Frank Rapp, Marylynn Carlson, Jose Ruiz</p> <p>The minutes for September 9, 2008 were reviewed.</p> <p>Ms. Pfister informed the committee of some of the main topics discussed at the conference: 1) What the college is going to use the form for; 2) The rubric data will be kept by each department; 3) How long will the data be kept by each department.</p> <p>Mr. Carnes asked how long will each instructor need to keep their SLO data? Ms. Pfister stated they should keep the rubric information only for now.</p>	<p>The minutes were approved with a correction on Dean Frank Rapp's name.</p>

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Topic	Discussion	Decisions
<p>Discussion on the First SLO Newsletter:</p> <p>Tally and Percentage of SLO ID Forms Submitted.</p> <p>Fall 2008 Goal:</p>	<p>Marylynn Carlson stated that the newsletter had useful information.</p> <p>Ms. Pfister stated that the view points were a great idea.</p> <p>Ms. Pfister informed the committee of the percentages from the departments that submitted their SLO's.</p> <p>The committee also discussed what disciplinary methods can be used towards instructors who are unwilling to submit an SLO. Ms. Pfister informed the members that there are no disciplinary policies in place. The committee then discussed how each department should be responsible for submitting all SLO's for their courses.</p> <p>The committee members also discussed ways in which they can reward the department who completes 100% of their SLO's.</p> <p>The committee reviewed the document, Accrediting Commission for Community and Junior Colleges (WASC) Rubric for Evaluating Institutional Effectiveness - Part III. It was agreed upon that IVC is at the development stage and meeting those goals. Ms. Pfister stated that we</p>	

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	<p>are in the heart of the development stage and by 2009-2010 we should be in the proficiency stage.</p> <p>Mr. Carnes asked where do the SLO's reside? Ms. Pfister stated that the long term goal is to have SLO's in the syllabus. The committee discussed that it should be a goal to have SLO's in the instructor's syllabus by Fall of 2009.</p> <p>Ms. Pfister distributed the IVC Student Learning Cycle Assessment Form. The committee discussed if they should use this form. The committee was asked to review the form and come up with suggestions to finalize the form for distribution to the campus.</p> <p>The meeting was adjourned at 4:20 pm.</p>
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The Big Plan:

Meeting Adjourned:

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Agenda**

November 11, 2008

3:15 – 4:45 pm in Room 700/Building 700

1. Review minutes from the meeting on October 14, 2008.
2. Provide the tally and percentage of SLO ID forms submitted. Discuss how the process has been going for instruction and non-instruction SLOs.
3. Discuss next phase including SLO Assessment Cycle Form.
4. Discuss the “Big Plan” – the complete SLO cycle for next few years.
5. Plan January 7, 2009 SLO Workshop Day.
 - a. Feedback from departments
6. Open
 - a. Next meeting, December 9, 2008.

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Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of Minutes:</p> <p>Tally of SLO's Submitted:</p> <p>SLO Assessment Cycle Form:</p>	<p>The meeting began at 3:20 pm in Room 700.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Dean Frank Rapp, Mary Lofgren, Lisa Solomon</p> <p>None.</p> <p>The minutes for October 14 will be reviewed and approved at the next meeting.</p> <p>Ms. Pfister informed the committee that the campus has submitted over 50% of SLO's that were due for this semester.</p> <p>Ms. Pfister asked the committee members to share some feedback from their department staff. Sidne Horton shared she had received some negative and positive comments from her department. She stated that some felt that grades were enough to measure the student's success.</p> <p>Mary Lofgren stated that some of the adjunct staff in her department asked what a rubric is.</p> <p>Denis Carnes reported that the feedback from his department was that people were focusing on the mechanics and not the benefits.</p>	

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Topic	Discussion	Decisions
<p>The Big Plan:</p> <p>Workshop:</p> <p>Meeting Adjourned:</p>	<p>The committee discussed some future aspects of SLO's that they may possibly be evaluated by the State and that time may be allotted to staff to complete SLO's.</p> <p>Ms. Pfister distributed a draft form, "The Grand Plan". The committee discussed that these goals need a way how to get there. The members also reviewed the document and stated the wording was acceptable with some minor changes.</p> <p>Ms. Pfister asked the committee if the SLO should be online for the public to view. The members expressed their concerns and stated they feel it should not be published at this time but suggested keeping a copy in the library.</p> <p>Ms. Pfister stated that she will be sending out a notice to all campus staff so that they can RSVP for the upcoming workshop on January 7th, 2009.</p> <p>The members discussed ideas for breakout sessions and ways to promote how the SLO's process works. They also suggested making a video for the workshop or conducting a skit.</p> <p>The meeting was adjourned at 4:20 pm.</p>	

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**Student Learning Outcomes & Assessment Committee
Agenda**

December 9, 2008

3:15 – 4:45 pm in Room 700/Building 700

1. Review minutes from the meetings on October 14, 2008 and November 11, 2008.
2. Discuss the December visit with WASC team.
3. Discuss the “Big Plan” – the complete SLO cycle for next few years.
4. Plan January 7, 2009 Student Success Workshop.
 - a. Logistics
 - b. Assistance
 - c. RSVPs
 - d. Highlighting Faculty findings
5. Open
 - a. Next meeting?

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Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of Minutes:</p> <p>Discussion of the December visit with the WASC team:</p>	<p>The meeting began at 3:55 pm in Room 700. It directly followed Dr. Gould's Town Hall meeting and was held in Room 2131.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Lisa Solomon, Mary Lofgren, Rosa Pitones and Jose Ruiz</p> <p>Kathy Berry, Vice President</p> <p>The minutes for October 14 and November 11, 2008 were approved.</p> <p>Ms. Pfister reported to the committee that the WASC team had informed her that the college needs to have the outcome process tied to budget and planning and that they were expecting there to be more than one SLO per course at this time. They also suggested that the whole SLO process be detailed, transparent. Ms. Pfister stated that she will ask the college community to include SLOs in their syllabus by Fall of 2009.</p> <p>Dennis Carnes asked if Toni can include five outcomes from each department on the website to help others view examples.</p>	<p>List is made – discuss at Feb mtg any foreseeable problems putting on IVC SLO website.</p>

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Topic	Discussion	Decisions
The Big Plan:	<p>Ms. Pfister informed the committee that one important WASC suggestion is to tie SLOs to the budget and program reviews.</p> <p>The committee stated they will be discussing at a spring semester meeting how to accomplish these goals.</p>	Include on Feb agenda
Student Success Workshop:	<p>Ms. Pfister informed the members that Dr. Gould will be speaking for a few minutes at the Jan. 7 workshop and that the foundation office will be hosting the lunch for the participants of the workshop. She discussed the general details of the workshop schedule and those who will be attending and asked for input from committee members.</p>	
Other:	<p>Kathy Berry addressed the committee. She asked the committee if it would be a good idea to request more release time for Toni Pfister so that she could dedicate more time to the Student Learning Outcome goals and work on the accreditation process.</p> <p>The committee discussed the importance of</p>	

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<p>Meeting Adjourned:</p>	<p>having another person trained in the process. Ms. Pfister suggested the possibility of recruiting an SLO researcher or someone to help with data management for a semester.</p> <p>The meeting was adjourned at 4:25 pm. The next meeting will be held on January 7, 2009 for a briefing after the workshop. She also stated that the guest speaker will be available to meet with the committee after the workshop.</p>	
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**Student Learning Outcomes & Assessment Committee
Agenda**

January 7, 2009

3:00 pm in Student Center

1. Review minutes from the meeting on December 9, 2008.
2. Review Student Success Conference Workshop
 - a. What went well?
 - b. What could have been improved?
 - c. Where to go next?
3. Discuss managing data and organizing course level SLOs within departments
4. Discuss Program Level Outcomes
5. Discuss the "Big Plan"
 - a. Information needed on website
 - b. Assistance needed by faculty and staff
6. Open
 - a. Next meeting?? February 24, 2009? (one week later than usual)

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 1/07/09 Special Meeting

Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of Workshop:</p>	<p>The meeting began at 3:05 pm in the College Center directly following the Student Success Workshop.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Lisa Solomon, Mary Lofgren, Rosa Pitones.</p> <p>Dr. Gary Williams, Instructional Assessment Specialist from Grafton Hills College, was the SLO workshop guest speaker and invited guest at the SLO Committee meeting.</p> <p>Ms. Pfister opened the meeting up for any questions:</p> <p>One of the committee members asked if all instructors should have the same assessment.</p> <p>Mr. Williams encouraged the committee to provide support and meet with individual instructor's who need help. Mini-workshops were encouraged for outcomes and data assessment. He also stated it was a good idea to provide recognition to faculty. Sidne Horton asked for more specific ideas. Mr. Williams stated that he awarded certificates to faculty.</p>	<p>Ms. Pfister stated that she would prefer having only one SLO form submitted per course – this helps with data management and may encourage collaboration. So far, faculty members have been asked to agree on assessment tools for SLOs, but this may be changed. More discussion on that is warranted since flexibility and academic freedom are important issues in the SLO process. Schools differ on this.</p> <p>Mini-workshops will be designed for spring.</p>

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 1/07/09 Special Meeting

Topic	Discussion	Decisions
	<p>Ms. Pfister asked Mr. Williams, how did his college move into the program level assessment process? Mr. Williams stated that a form is given to each department asking to document assessments and ways in which ISLOs are addressed in courses.</p> <p>He also suggested that we can ask each department to show a map of how and when courses and ISLOs are being assessed. He stated that it may be difficult by one might begin with goals and the relationship between programs and employment.</p> <p>He stated that Merrit College has some good examples to follow. He also distributed some forms for the committee to review that contained helpful resources.</p> <p>He stated that it was up to the committee and faculty to make decisions on how to assess each course for each program review.</p>	

Student Learning Outcomes & Assessment Committee

Agenda

February 24, 2009

3:15 pm in Room 700

1. Review minutes from the meetings on December 9, 2008 & January 7, 2009.
2. Review Student Success Conference Workshop evaluations
3. Discuss managing data and organizing course level SLOs within departments
 - a. Review process
 - b. Discuss problems, issues, challenges
 - c. Due Dates of March 16 and March 30
4. Discuss Program Level Outcomes
 - a. Accreditation Letter
 - b. AA/AS, GE, certificates
 - c. Goals and Grids
5. Discuss the "Big Plan"
 - a. Accreditation Letter
 - b. Look at examples from other colleges
6. SLO Website
 - a. Outcome examples
 - b. Assistance needed by faculty and staff
7. Committee Meeting Times:
 - a. March 10
 - b. April 21 (3rd Tues, after break)
 - c. May 12
 - d. June 9 (during finals week or one week early?)

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We will conduct an annual review of the outcomes process and implement improvements based on our findings.

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 Minutes
 02/24/09 Meeting (approved)

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:20 pm in Room 700.	
Committee Members Present:	Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Lisa Solomon, Mary Lofgren, Rosa Pitones, Dean Frank Rapp.	
Visitors Present:	None.	
Review of the Minutes:	The committee members reviewed the meeting minutes from December 9, 2008 and January 7, 2009. Dennis Carnes motioned for approval and it was seconded by Lisa Solomon with some changes to the spelling of Mary Lofgren's name and adding Rosa Pitones' and Mary Lofgren's name to the committee members present. All committee members approved the minutes.	
Other:	Pfister opened the meeting with a follow up to a request posed by Dennis Carnes at the last meeting regarding displaying outcomes from each department on the SLO website. The members discussed what should go on the Examples of Outcomes form. Lisa Solomon and Dennis Carnes suggested that the form should include the ISLO addressed by the outcome.	Pfister distributed a form called, "Examples of Outcomes at IVC".

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Topic	Discussion	Decisions
Other: (continued)	<p>Sidne Horton asked if an assessment tool could be included in this form.</p>	<p>Pfister stated that she wondered if assessment tools should be listed separately. She wondered if permission was needed before putting outcomes and assessments on the website. A short disclaimer sentence was included on the form to allow readers to know outcomes and assessments may change.</p>
Review Student Success Workshop evaluations:	<p>Pfister informed the members that she sent Dr. Gary Williams, the guest speaker for the SLO workshop, an edible basket as a thank you gift from the committee (per previous committee request).</p> <p>Pfister read a short overview of the evaluation forms that were submitted by at least sixty of the attendees.</p>	<p>Pfister confirmed with the committee that she would 1) put this form on the website; 2) include the type of assessment tool used, and 3) include the ISLOs.</p> <p>(March 3 – form with assessment posted to website. Still need to add ISLOs.)</p>

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Mary Lohgren stated that she had a very good group at her roundtable during the workshop.

Pfister stated that the "office hours by appointment" for faculty members was replaced on the contract with SLO work.

Horton asked Pfister is she was going to department meetings to discuss the SLO process with faculty members. Ms. Pfister informed the committee that she has attended a few department meetings and will continue to attend contingent upon invitations from the chairpersons and that faculty have been invited to attend any 9 of the mini-workshops scheduled.

Carnes stated that faculty members from his department inquired about how to do rubrics. Pfister stated that there will be more assessment workshops in the future to help faculty members.

Discuss Managing Data &
Organizing Course Level SLO's
within departments:

Pfister stated that the division chairs and secretaries are working on collecting data. She asked if anyone knew of any problems that needed to be addressed.

Pfister asked the committee members to please

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02/24/09 Meeting (approved)

bring back to the next meeting any concerns their co-workers may have.

Pfister stated that she informed the division chairs that she needs a paper copy of the assessment forms.

Horton asked how are faculty and staff are informed of the upcoming deadline. Pfister stated that two recent emails have been sent and that she will place the dates on the SLO. Lisa Solomon suggested that Toni send out a third email as a friendly reminder requesting what is due on March 30th, 2009.

Program Level Outcomes:

Pfister stated that the committee will need to begin work on Program-level SLO process.

The committee members then reviewed the letter from WASC. Ms. Pfister discussed the portion of the letter referring to SLOs, "Observations Regarding Recommendations 2 and 4 (SLOs)."

Pfister stated that she would like to distribute a form called "Describing What SLOs Cover" to faculty and staff members and give them a deadline in which to return their suggestions so that they can be reviewed at a future committee meeting.

Pfister distributed several forms for the

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02/24/09 Meeting (approved)

	<p>committee to review. Some of these forms had samples from other colleges as to how they are completing program level outcomes. The committee liked the program level outcome form from Long Beach College.</p> <p>Pfister explained the purpose of the program level form to committee, stating that each degree and certificate program we have at the college has to address program-level outcomes.</p> <p>The committee members discussed ways that the program level outcomes could reflect institutional SLOs.</p>	<p>The committee did not come up with a final answer at this time but would continue to discuss this issue at the next meeting.</p>
<p>The Big Plan:</p>	<p>Pfister reminded the committee that the next scheduled meeting was in two weeks and asked if an extra meeting in March could be scheduled due to pressing program needs and planning.</p>	<p>The members agreed to meet again on March 10 and 24, 2009.</p>
<p>Adjournment:</p>	<p>Pfister distributed several forms for the committee to review on their own time.</p> <p>The meeting was adjourned at 4:43 PM. It was agreed that an additional meeting would be held on March 24 at 3:15 pm. The next regular meeting is scheduled for March 10, 2009.</p>	

Imperial Valley College
Student Learning Outcome Committee
Minutes
02/24/09 Meeting (approved)

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**Student Learning Outcomes & Assessment Committee
Agenda**

March 10, 2009

3:15 pm in Room 700

1. Review minutes from the February 24 meeting.
2. Discuss challenges arising from outcome identification and assessment processes.
3. Discuss Program Level Outcomes
 - a. AA/AS, GE, certificates
 - b. Grids
4. Discuss the "Big Plan"
 - a. Accreditation Letter
 - b. Look at examples from other colleges

An additional meeting was scheduled for this month: March 24, 2009, at 3:15 pm in Room 700

IVC Mission Statement: The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

SLO Committee Mission Statement: *The vision of the IVC SLO committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.*

In effort to further its vision, the SLO Committee will strive to

1. Educate the campus community about outcomes and assessments
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3. Manage outcome data and the evaluation processes
4. Assess and improve the outcome cycle

We will conduct an annual review of the outcomes process and implement improvements based on our findings.

Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 3/10/09 Meeting

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:20pm in Room 700.	
Committee Members Present:	Toni Pfister - Chair, Lisa Solomon – Secretary Pro Tem, Romano Sanchez Dominguez, Jose Ruiz, Daniel Gilison, Frank Rapp.	Daniel Gilison is replacing Dennis Carnes.
Visitors Present:	none	
Review of the Minutes:	Since there was an insufficient number of committee members present, the minutes for February 24, 2009 were not considered.	Will be reviewed for approval on March 24, 2009.
Challenges arising from outcome identification and assessment	Pfister began by asking if any committee members had heard concerns from colleagues over this stage of the process. There was discussion over the difficulties in getting data submitted by adjuncts, especially since they do not have office hours or release time. There are also challenges in getting data for on-line classes. Committee members were encouraged to let colleagues know how to explain situations on the form (topics such as rubrics, problems in	Pfister will be sending out an email the week of March 9 stating that these issues and ideas for the completed forms will be on the SLO web page.

Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 3/10/09 Meeting

Topic	Discussion	Decisions
Challenges (cont.)	gathering information, etc.). Pfister shared that fact that faculty now has permission to do different assessments once the outcomes are decided; she is considering announcing that change with an email.	
Program Level Outcomes AA/As, GE certificates	Pfister announced that she is aiming for an April 1 st rollout for the GE grids on Program SLOs (PSLOs) utilizing the information found on page 8 of the handout distributed at the February meeting. Frank Rapp suggested that faculty consider using an element of reverse psychology in their development of the PSLOs, and asking what it is that the students are able to do or what is it that they cannot do.	The committee was asked to read the February handouts before the next meeting for further discussion on this matter.
Program Level Outcomes Grids	It was acknowledged that the grids for the GE courses will take more time and work. Pfister will also continue talking with division chairs for their programs within the departments.	Pfister will set up a meeting with Carol Lee.
Program Level Outcomes Grids (cont.)	Rapp and Pfister also noted that there may be some possible tie-ins between Program Review and the PSLOs. Pfister stated that these SLOs and their grids should be in place by the time we are	

Imperial Valley College
 Student Learning Outcome Committee

Minutes

3/10/09 Meeting

<p>Discuss the "Big Plan" Accreditation Letter</p>	<p>expected to be at the "Proficiency" level.</p> <p>WASC currently has IVC at Level 2 – Developmental stage. We need to be at Level 3 – Proficiency – by 2012. Pfister would like the college to be at that stage by Spring, 2012 to be removed from the warning status. Rapp noted that as of now, WASC is unable to state when in 2012 the goals need to be met (January 1, December 31, etc.). Pfister also stated that we need to set up a time line to include the non-instructional areas on campus.</p>	
<p>Look at examples</p>	<p>Pfister asked that committee members review the handouts from the last meeting for information and ideas.</p>	<p>Will be discussed at the next meeting on March 24.</p>
<p>Other:</p>	<p>N/A</p>	
<p>Adjournment:</p>	<p>Pfister reminded the committee that the next meeting is scheduled for Tuesday, March 24, 2009. It will be held in Room 700 and begin at 3:15 pm.</p> <p>The meeting was adjourned at 4:20pm.</p>	

Student Learning Outcomes & Assessment Committee

Agenda

March 24, 2009

3:15 pm in Room 700

1. Review minutes from the February 24 and March 10 meetings.
2. Update from Regional Meeting on March 20, 2009
3. Update on SLO form submission.
 - a. SLO ID forms – due March 16
 - b. SLO Cycle Assessment forms – due March 30
4. Program Assessment
 - a. Goal
 - b. Form
 - c. Opportunities for completion
 - i. Spring
 - ii. Summer
5. Timeline
6. Annual Review of SLO Process
 - a. Jan workshop evaluations

The next meeting is scheduled for third Tuesday, April 21, at 3:15 pm in Room 700

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Imperial Valley College
Student Learning Outcome Committee
Minutes

03/24/09 Meeting (approved 05/12/09)

Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of the Minutes:</p> <p>Update from Regional Meeting:</p>	<p>The meeting began at 3:23 pm in Room 700.</p> <p>Toni Pfister - Chair, Sandie Noel - Recording Secretary, Lisa Solomon, Daniel Gilison, Rosa Pitones, Jose Ruiz, Romano Sanchez-Dominguez.</p> <p>None.</p> <p>The committee members reviewed the minutes for February 24th and all were in favor of approving the minutes. The minutes for March 10th were approved as well with noting the change that Frank Rapp was present.</p> <p>Ms. Pfister informed the committee that Dawn Chun attended this meeting with her as Dawn Chun may be assisting Toni as a researcher. The meeting was titled, "Making Your Researcher Part of your SLO's".</p> <p>Ms. Pfister stated that at this meeting it was stated that programs may need to define their programs and goals.</p> <p>Ms. Pfister stated that WASC is placing a big emphasis on all levels of outcomes using supportive data.</p>	

Imperial Valley College
Student Learning Outcome Committee
Minutes

03/24/09 Meeting (approved 05/12/09)

Topic	Discussion	Decisions
<p>Update on SLO Form Submission:</p>	<p>Ms. Pfister announced that there will be a workshop in July for SLO Curriculums and if any member wanted to attend they can let her know.</p> <p>Daniel asked Ms. Pfister how many other colleges attend the above mentioned workshop. Ms. Pfister stated that many colleges attend but she wasn't sure of the exact number.</p> <p>Ms. Pfister stated that most departments submitted their SLO ID forms for the March 16th deadline. She stated that she will be meeting with division chairpersons to discuss the March 30th deadline.</p>	
<p>Program Assessment:</p>	<p>Ms. Pfister distributed a form named "Program Outcomes & Course Alignment Matrix for IVC", as an example that would help division chairperson determine what courses need an SLO. She expressed that this form would help tie the course SLO in with the program level SLO.</p> <p>The members discussed ways to finalize this form.</p> <p>The members also discussed the possibility of course data getting cross referenced with various programs at the program level. Ms. Pfister stated that she would look into this matter.</p>	

Imperial Valley College
 Student Learning Outcome Committee
 Minutes

03/24/09 Meeting (approved 05/12/09)

	<p>Ms. Pfister stated that would like to see one program level form from each department by the summer. She asked if committee members would be the first to volunteer in filling out this form for their department.</p> <p>Ms. Pfister also distributed a letter addressed to faculty and asked the members to review it a later time. She stated she would like to hear their comments on the wording of the form at the next meeting.</p> <p>No discussion.</p> <p>Ms. Pfister stated that in order to close the loop she will use the survey from the January workshop. All were in favor.</p> <p>The meeting was adjourned at 4:18 pm and members will meet again in April after spring break on April 21, 2009.</p>	<p>The committee members agreed to volunteer with the approval of their division chairperson.</p>
<p>Timeline:</p> <p>Annual Review of SLO Process:</p> <p>Adjournment:</p>		

Imperial Valley College
Student Learning Outcome Committee
Minutes

03/24/09 Meeting (approved 05/12/09)

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Student Learning Outcomes & Assessment Committee

Agenda

April 21, 2009

3:15 pm in Room 700

1. Review minutes from the March 24 meeting.
2. Update on SLO form submission.
 - a. quality control (rubric)
 - b. ideas for improvement
3. Program Assessment
 - a. Program SLO Assessment - Pilot
 - b. Opportunities for completion
 - i. Spring
 - ii. Summer
4. Discuss Timeline
 - a. 2009-2010 school year
 - b. Review of SLO process and mission
5. Present update to IVC Board
6. Decide on date for June meeting

The next meeting is scheduled for third Tuesday, May 12, at 3:15 pm in Room 700

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Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 4/21/09 Meeting

Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of the Minutes:</p> <p>Update on SLO form submission</p>	<p>The meeting began at 3:15 pm in Room 700.</p> <p>Toni Pfister - Chair, Sidne Horton – Secretary Pro Tem, Romano Sanchez Dominguez, Rosa Pitones, Daniel Gilison, Mary Lofgren.</p> <p>none</p> <p>Minutes from last meeting are not ready yet. They will be reviewed for approval at the next meeting.</p> <p>Toni informed the committee that forms are still coming in and an updated tally will be provided at the next meeting. She estimated that approximately 80% of the classes have had at least one SLO identified. A discussion occurred on ways to assess the completed SLO cycle assessment forms. Toni was asked to bring a rubric to the next meeting. The rubric may be a means to help the committee members assess the quality of completed forms. A Best Practices/Student Success Workshop was discussed as a way to highlight faculty progress. This was a request made by several attendees at</p>	

Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 4/21/09 Meeting

Topic	Discussion	Decisions
	<p>the January workshop. Members discussed possible dates in May. Toni is to follow up with this and see when the next Town Hall meeting is scheduled so that maybe they can be paired together.</p> <p>Toni announced that Pilot Assessment Program Grids have been passed out and that Business has completed their pilot form. Toni passed out the Business form and comments.</p> <p>Strive For Five form was passed out. Committee members asked for a general statement to be included about this being a living document.</p> <p>Committee members agreed to meet on Tuesday, June 2, at 3:15. This is a week earlier than the general time but it was agreed that the week before Final's Week was better than holding a meeting during Final's Week.</p>	<p>The next Town Hall mtg is May 19 and the SLO Best Practices Workshop will be scheduled in between the two Town Hall mtgs.</p> <p>Statement was included and form was downloaded to SLO Committee website for usage. Form was also emailed to department chairs to use as needed with current form completion and to help disseminate information.</p>
<p>Decision on June Meeting date.</p>		

Imperial Valley College
Student Learning Outcome Committee
Minutes
4/21/09 Meeting

<p>Discuss the "Big Plan" Accreditation Letter</p> <p>Other:</p> <p>Adjournment:</p>	<p>Postponed to later date.</p> <p>Pfister reminded the committee that the next meeting is scheduled for Tuesday, May 12, 2009. It will be held in Room 700 and begin at 3:15 pm.</p> <p>The meeting was adjourned at 4:15 pm.</p>	
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Student Learning Outcomes & Assessment Committee

Agenda

May 12, 2009

3:15 pm in Room 700

1. Review minutes from the March 24 and April 21 meetings
2. Update on SLO ID and Cycle Assessment submission.
 - a. quality control (rubric)
 - b. ideas for improvement
3. Discuss Program Level SLOs
 - a. Collect and Review Pilot Program Grids
 - b. Summer Time Line
4. Discuss SLO Best Practices Workshop on May 19.
5. Discuss Timeline
 - a. 2009-2010 school year
 - b. Review of SLO process and mission
6. Present update to IVC Board on May 20.

The next meeting is scheduled for Tuesday, June 2, at 3:15 pm in Room 700 (one week earlier than usual due to Final's Week.)

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Imperial Valley College
Student Learning Outcome Committee
Minutes

5/12/09 Meeting (approved)

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:20 pm in Room 700.	
Committee Members Present:	Toni Pfister - Chair, Sidne Horton – Secretary Pro Tem, Romano Sanchez Dominguez, Rosa Pitones, Daniel Gillson, Mary Lofgren, Jose Ruiz.	
Visitors Present:	none	
Review of the Minutes:	Minutes from the March 24 and April 21 meetings were reviewed and approved.	
Update on SLO & Cycle Assessment submissions	Ms. Pfister reported that SLO ID forms have been submitted for approximately 83% (441/532) of the classes offered in 2008-2009 and Cycle Assessment forms have been submitted for approximately 15 % of the classes offered in 2008-2009. It was requested that a reminder email be sent to faculty.	
Quality Control Issues	The committee discussed using a rubric to help IVC assess the quality of outcomes and assessments. It was decided that the rubric would go out for the 2009-2010 school year. Items to include on the rubric would be	

Imperial Valley College
 Student Learning Outcome Committee
 Minutes
 5/12/09 Meeting (approved)

Topic	Discussion	Decisions
Quality Control Issues (continued)	<p>1) completion of Cycle Assessment form, 2) alignment of SLO, data, and improvement plan, 3) inclusion of data, 4) identifications of changes to be made that relate to the data, and 5) discussion of the process in a collegial manner. It will be evaluated based on 0, bronze, silver, and gold scores.</p>	
Summer Time Line	<p>Ms. Pfister discussed the June 30 due date for all instruction and non-instruction departments. She will be working on forms after this deadline and then will begin preparing for Accreditation visit in October 2009.</p>	
SLO Best Practices Workshop	<p>The workshop is scheduled for May 19 from 3:00-4:00 pm. It is in between Dr. Gould's two Town Hall meetings. Presenters will be Wainwright, Knaak, Dorantes, Swiaddon, and Ruiz.</p>	
SLO Timeline	<p>Toni reminded the committee that Pilot Assessment Program Grids have been passed out and that Business has completed their pilot form. The committee reviewed the SLO mission and vision statements. Activities that helped IVC meet the mission statement were discussed. All members agreed that the mission and vision statements are still appropriate and do not need to be changed at this time.</p>	

Imperial Valley College
Student Learning Outcome Committee
Minutes
5/12/09 Meeting (approved)

<p>Other:</p>	<p>Next meeting will be on Tuesday, June 2, 2009.</p>
<p>Adjournment:</p>	<p>The meeting adjourned at 4:20 pm.</p> <p>Pfister reminded the committee that the next meeting is scheduled for Tuesday, May 12, 2009. It will be held in Room 700 and begin at 3:15 pm.</p> <p>The meeting was adjourned at 4:15 pm.</p>

Student Learning Outcomes & Assessment Committee

Agenda

June 2, 2009

3:15 pm in Room 700

1. Review minutes from the May 12 meeting
2. Wrap up after SLO Best Practices Workshop on May 19 and Board Presentation on May 20.
3. Update on SLO ID and Cycle Assessment submission.
 - a. Rubric rough draft
 - b. ideas for improvement
4. Discuss Program Level SLOs
 - a. Collect and Review Pilot Program Grids
5. Summer Projects
 - a. Tentatively plan for August Workshop
 - i. Agenda
 - ii. Speaker
 - b. Prepare files and progress report for Accreditation visit
 - c. Other ideas?
6. First year completed – WOW!!

The next meeting is scheduled for Fall 2009.

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Imperial Valley College
Student Learning Outcome Committee
Minutes

06/02/09 Meeting (approved 09/09/09)

Topic	Discussion	Decisions
<p>Meeting Start Time:</p> <p>Committee Members Present:</p> <p>Visitors Present:</p> <p>Review of the Minutes:</p> <p>SLO Best Practices Workshop on May 19th and Board presentation on May 20th:</p>	<p>The meeting began at 3:15 pm in Room 700.</p> <p>Chair: Toni Pfister; Recording Secretary: Sandie Noel;</p> <p>Committee Member: Lisa Solomon, Daniel Gilison, Jose Ruiz, Rosa Pitones, Romano Sanchez-Dominguez, Sidne Horton.</p> <p>None.</p> <p>The committee members reviewed the minutes for May 12th, 2009. After review a few changes were noted as follows; to change the date of the next meeting and Lisa Solomon was present at the meeting. Lisa Solomon motioned for the minutes to be approved with the changes and Sidne Horton second the motion. All members in attendance approved the minutes.</p> <p>Ms. Pfister stated that there was not good attendance for the workshop. She also stated that the board members reported that the SLO committee was doing a good job. Ms. Pfister stated that she may be conducting another workshop before Fall semester starts.</p>	

Imperial Valley College
Student Learning Outcome Committee
Minutes

06/02/09 Meeting (approved 09/09/09)

Topic	Discussion	Decisions
<p>Update on SLO ID and Cycle Assessment submission:</p>	<p>Ms. Pfister reported that about 84% of the SLO ID's and 18% of the Cycle Assessment forms have been submitted.</p> <p>Ms. Horton stated she was concerned about the low rate of forms being submitted and suggested to the committee they should consider a policy for requiring faculty and staff to submit these forms to an administrator like Dean Frank Rapp.</p> <p>The committee also discussed who should assess the cycle assessment forms and if should be the division chairperson?</p> <p>Ms. Horton stated she felt it would be best if the committee not be the select group to review the cycle assessment forms but that the committee should determine who will review the cycle assessment form and how they can motivate faculty and staff to turn in their SLO forms in a timely manner.</p> <p>Ms. Horton suggested that Ms. Pfister use a countdown method on the SLO website or via emails as they approach deadlines to remind faculty and staff to submit their forms.</p>	<p>Ms. Pfister indicated that in her opinion she did not think faculty and staff would feel comfortable submitting their forms to an administrator. She informed the committee that the SLO forms are published for public view but the Cycle Assessment forms are not.</p> <p>Ms. Pfister stated that other staff should be allowed to review the cycle assessment forms as they would provide a fresh outlook.</p> <p>Ms. Pfister commented that the accreditation team only wants to see proof that the college is submitting SLO's.</p> <p>The committee members felt that they need to communicate to the campus staff the need for them to submit their forms.</p> <p>To be implemented in 2009-2010</p>

Imperial Valley College
Student Learning Outcome Committee
Minutes

06/02/09 Meeting (approved 09/09/09)

<p>Discuss Program Level SLO's:</p>	<p>The committee discussed and reviewed the pilot program grid. They discussed how to word sections in the grid.</p> <p>A member asked Ms. Pfister what is the purpose of the program level grid? Ms. Pfister stated that it is one way of demonstrating that a student who received a degree were taught all the SLO's. She also stated that it benefits the college to take care of the SLO forms and process so that no other entity comes in to do it for us.</p> <p>Ms. Pfister stated that the summer workshop will emphasize program level SLO's.</p> <p>Ms. Pfister stated that she will be looking for a guest speaker from CCC Academic Senate.</p> <p>She also informed the committee that she will be putting on the SLO website progress reports for the Accreditation visit and that she would be updating the SLO website as well.</p> <p>Ms. Pfister thanked the committee for their involvement in the first year of the SLO Committee.</p> <p>The meeting was adjourned at 4:10 PM. The committee members agreed to meet in the Fall on Wednesdays at 1:30 PM. The next will be announced when Fall semester begins.</p>
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Imperial Valley College
Student Learning Outcome Committee
Minutes
06/02/09 Meeting (approved 09/09/09)

Student Learning Outcomes & Assessment Committee Agenda

September 9, 2009
1:30 pm in Room 709

1. Committee
 - a. Members
 - b. Protocols
 - c. Meeting Dates
2. Review minutes from the June 2 meeting
3. Discuss August Workshop, "What's Hotter: IVC in August or Program SLOs?"
4. Discuss Program Level SLOs
 - a. 3 Year Plan tying to Program Review
5. Academic Services
 - a. Degrees & Certificates
 - i. Other programs?
 - b. GE
 - c. Grids
6. Non-Instruction:
 - a. Service Area Outcomes vs Student Learning Outcomes
 - b. 17 identified programs
 - c. Other programs
 - d. Grids
7. Progress Report for Accreditation

The next meeting is scheduled for October 14, 2009, at 1:30 in Room 709.

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Student Learning Outcomes & Assessment Committee
Agenda for Special Meeting

September 23, 2009

1:30 pm in Room 709

1. Program SLOs
 - a. Form
 - b. Grid
 - c. Program Review
2. GE Program SLOs
 - a. Committee Responsibility?
 - b. Mission Statements for Different Areas of GE
 - i. Disclaimer Example: "Please remember, this verbiage and these categories are working drafts, subject to revision as you tell us they are too restrictive or too loose, or that the language doesn't cover the application of a particular outcome in your course or discipline. (Please also remember that not every discipline will feature every outcome." MCCC
 - c. Strive for Five form
 - d. Grid or Matrix??
 - i. Keep the same or reduce to fewer classes
 - ii. Faculty Involvement
 - iii. Who will evaluate and compose statement
 - e. Outcomes / Goals
 - f. Assessment Plan
 - g. Program Review
 - h. Include all on website

The next meeting is scheduled for October 14, 2009, at 1:30 in Room 709.

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SLO Meeting
Tuesday, May 13, 2008

In Attendance: Toni Pfister SLO Coordinator, Alicia Ortega, Sidne Horton, James Patterson, Mirtha Galindo, Mary Lofgren, Marilyn Carlson

Meeting opened at 3:20pm

Toni welcomed members to meeting and each member introduced themselves.

PowerPoint presentation introduced SLOs to the committee. Presentation reviewed the following: expectations of learning outcome, time line, assessment strategies and evidence that it works. Toni informed group that she was currently making this presentation to all divisions.

Received handouts on General Information on Student Outcomes and SLO Identification Form and reviewed them. This information will assist divisions in completing their SLOs. A Plan sheet has not been developed yet.

Discussed and developed our mission statement.

The vision of the IVC SLO committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.

Toni stated she will be developing the SLO website this summer along with developing a form for data collection/ summary.
Sidne Horton suggested we develop a video for orientation explaining what SLOs are all about and introduce TEAM SLO.

She also stated we are requesting that the Academic Senate designate us a standing committee.

Reviewed two SLO Identification forms submitted for Bus 220 and CIS 101.
Were approved with corrections.

Adjourned at 4:40pm. SLO committee meets the second Tuesday of the month at 3:15pm. Next meeting date is September 9th.