

**CONTRA COSTA COLLEGE
SLO/AUO COMMITTEE
MONDAY, OCTOBER 7, 2013 – 4:00 P.M.
ROOM #AA-216**

MINUTES

Present:

SLO/AUO Coordinator: Gabriela Segade (Chair)

Faculty: Jason Berner, Wayne Organ, Intisar Shareef, Kenyetta Tribble

Management: Donna Floyd, Helen Kalkstein

I. Approve Agenda

MSC

II. Approve September 16, 2013 Minutes

MSC

III. Priorities for Committee/Coordinator

Gabriela thought priorities should be established for the SLO/AUO Committee and for the chair. Two priorities Gabriela suggested were: Clarification on the SLO/AUO Assessment process by creating a brief document outlining the SLO/AUO Assessment process and a longer document explaining how often assessments should be done, how to assess SLOs, etc.

Wayne suggested another priority of the Committee should be to establish the time, location, composition, purpose, and chair of the SLO/AUO Committee. After some discussion, it was moved, seconded, and carried that the SLO/AUO Committee will meet on the first and third Mondays of each month from 4:00 – 5:00 p.m. in #AA-216. The chair of the Committee will be the SLO/AUO Coordinator. The SLO/AUO Committee should have the following composition:

- 1) Four faculty members (one from each division)
- 2) One faculty chair (the SLO/AUO Coordinator)
- 3) Two managers (the Senior Dean of Instruction and a Division Dean)
- 4) Two classified staff
- 5) One student

Gabriela will work on creating the purpose of the Committee. Jason will then take this recommendation to the Student Success Committee to be forwarded to College Council.

A faculty member recently asked Gabriela how often courses should be assessed. Most faculty understand that all courses should be assessed at the time of program review. Jason collects SLO data each semester and he thinks that data should be collected every semester for some, but not necessarily all, courses. There should be a go-to person from each division for SLO/AUO assistance.

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Donna suggested another priority should be defining the SLO/AUO process, which led to the next agenda item.

IV. SLO/AUO Assessment Process

A. Peer Review Process

The CIC reviews all SLOs for new courses. If an SLO is revised or changed, the department chair should send the revised SLO to Gabriela. SLO Assessments should be discussed at division meetings. Is this happening? Gabriela will send an e-mail to Management Council asking them to report to the SLO/AUO Committee how each unit is reporting its SLO/AUO assessments.

Currently all SLOs, AUOs, and Assessments are stored electronically in the Vice President's "P" Drive. All faculty should have access to these documents, as "Read Only". Wayne will send Gabriela instructions on how to establish a portal to post all SLOs, AUOs and Assessments. There are many documents and it would be extremely time consuming to transfer each document to a portal. Gabriela will talk to technology manager James Eyestone about the best way to do this.

Helen brought up the Liberal Arts Degree. The Liberal Arts Degree doesn't have a department so there's still the question of who should assess the four SLOs. Helen thought the SLO/AUO Coordinator should assess them.

It must be shown how assessment results translate into institutional changes. This should be another priority of the Committee.

B. Core Competencies and GE Requirements

The core competencies and GE requirements are shown on the front page of the SLO spreadsheet. These numbers came from former SLO Coordinator Wendy Williams. It must be ascertained where the actual SLOs are.

V. Software for Automating Reporting Process and Data Aggregation

Kenyetta reported that she, technology manager James Eyestone, scheduler Shondra West, and Vice President Tammeil Gilkerson have been working on getting CurricuNet up and running, but the college does not own the SLO module at this point. The module looks good. Vice Chancellor Mojdeh Mehdizadeh told Wayne and Donna that the district is considering adopting the DVC module for the entire district. Wayne will find out if the DVC module will work for CCC. If the CurricuNet module is selected for CCC, cost won't be an issue.

The meeting adjourned at 5:07 p.m.

Minutes Recorded by Mary Healy