I. Call to Order - promptly @ 2:30 p.m., by Kim Anderson, Chair

II. Attendance taken

III. Agenda and Minutes - approved by the subcommittee

IV. Public/Faculty Comments (must pertain to item[s] on the agenda)

The group welcomed the new student representative, Edith Kahrs.

V. Old Business

A. Outreach update (FAQ & newsletter & Flex day communications) – The FAQ update will be ready for final review at the next meeting. Subcommittee was advised that Karen was unable to attend the meeting today but she is researching newsletters from other colleges to create a format for LBCC. Outreach updates will be re-addressed at the February 9th meeting.

An email was sent out to all department heads from the FPD Coordinator to remind faculty of what needs to be done now, and how they might want to utilize their time in regards to course SLO assessment. This support is greatly appreciated. Subcommittee feels it would be prudent to send out an email to full time faculty to reinforce and focus on the work that needs to be done currently for course assessment plans.

ASLO email re: February 2nd flex day: Flex day email was looked over, and adjustments will be made.

B. Course Assessment Plan Update - Current numbers of Plans turned in were discussed by the subcommittee, as well as ideas on how to get Faculty on board to turning in the remaining balance of still missing plans. We must focus on the task at hand and work on getting all of the plans in. Last semester it was “try and get them all in”, now this semester, it’s “get them all in now”. We are the point people; we need to get this rolling, especially in each of our departments and schools.

C. Course Plan Process for 2010, 2011 & 2012 *on website* (inclusion) - At the makeup meeting in December, all three versions were reviewed and approved. This information has been published on the website for reference.

D. SLOs & Syllabi - Kim will email Paul to communicate this expectation to the deans and to report back any pertinent information. The body agreed to do a random sampling for this item. Craig Hendricks & Edith Kahrs have volunteered to work on this and will report preliminary information at the next meeting.

E. SLOs & the Course Outline – We still have 20 left. Kim has sent emails to the Department Heads about getting these in and it has worked, except for 20. We can say that 99.9% have been turned in and call it done, or we can ask the Curriculum Chair to make the contact. Not an announcement, but a query. It is 8 different departments that are involved. These courses are still being taught. The subcommittee has discussed this, and feels that we should send a query to the Curriculum Chair to make the contact and the final decision on where to go with this.

VI. New Business

A. Jordan Fabish, Chair of the Prerequisite workgroup of Student Success Committee will be our guest. She will discuss basic skills in conjunction with general education courses and its college wide relevance with this subcommittee (2:45 p.m.)

Jordan is here today to let us know about the Prerequisite Workgroup of Student Success Committee. In consideration, we know our students are signing up for courses with extremely demanding requirements – we realized that if the students signing up were not prepared, they wouldn’t be successful in the courses. The thought was to stop them and help them prior to having them sign up for a course they are ready for. The subcommittee looked at potential courses to set up a dialog for these courses. They took GE transfer level courses that had low success rates to begin working with. Daniel Berumen, Office of Institutional Effectiveness and has supplied them with some data. (Handout) The Prerequisite workgroup is going to meet soon again to begin working through their ideas with the Department Heads in these GE courses with low success rates but
high enrollment rates. ASLO subcommittee members want to know if there are any instructors have shown worry of low enrollment rates and loss of their jobs? It will be important to remain judicious about this. As soon as there is a prerequisite approved for a class, you are denying access to many students. It is important to do what’s right for the students AND the college. Subcommittee members added that handling one or two classes at a time would cause less confusion. The subcommittee was very supportive of the good work and thanked Jordan for the presentation.

B. Program Review Annual Cycle Listing (Wil) – In about March we will need to really begin talking about the Program Review Cycle Listing. Kim will contact Wil and find out where he is with this. Program Review Annual Cycle Listing will be redressed at the February 9th meeting.

C. SLOs & SUOs on the department websites – Kim reported that a web page link is being developed for all outcomes (program level and higher) for each department. This will provide a single place to be able to view all program level SLOs & SUOs. The offices of Institutional Effectiveness and Community Relations & Marketing have agreed to completely support this.

Membership (inclusion) – There is a new membership list. Resolutions have gone through, and we are now just one big happy family. The Committee on Committees will fly a request to fill the opening membership.

GEO Work Group has agreed to meet the following days: Mondays @ 11am, Tuesdays @ 9am, & Wednesdays @ 2-4pm. This group will focus on establishing a GEO Initiative for Institutional level assessment. Higher level assessment projects will be brought back to the respective subcommittees (ASLO, AD/GE), then presented to the Curriculum Committee.

TracDat had in-services over the break. It takes a few hours to learn how to use TracDat. Help buttons will be added to TracDat for a help resource. The help buttons will be Beta tested when Maria is finished. The subcommittee is requesting volunteer(s) for the Beta testing.

Once program level SLOs have been established, they will need to go on the curriculum guides. Patricia has agreed to work with Trevor on the curriculum guides for next year. This work will be due to begin sometime in March or April.

VII. Training and Review

A. Getting Results presentation (Emily) – Getting Results website is funded by National Science Foundation, made specifically for community college educators as a professional development course. This website features different modules with practical information and highlights examples of best practices in community colleges across the country. Emily shared Module 6: Assessing Teaching and Learning and talked about the ways to accomplish communication in writing and assessing SLOs & assessing course assignments. She shared that each module begins with an introduction and intended outcomes, videos, discussion questions, and readings. She outlined the Assessing Student Learning portion of module 6 and discussed formative and summative assessment. She then went on to speak about “The Guiding Principles of Assessment”, and what to think about. For example, a rubric could be handed out at the beginning of an assignment in order to help the students know how the assignment will be evaluated.

VIII. Informational Items

A. Calendar-Curriculum meeting schedule 2010-2011 (handout)

IX. Next Meeting

Tuesday, February 9th, 2010, 2:30-4:30 p.m., L-255

X. Adjournment

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