I. Call to Order
   Promptly at 2:30 p.m.

II. Roll Call

III. Agenda and Minutes
   Approved by subcommittee, no additions.

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

V. Old Business
   A. Outreach Update - FAQ & newsletter (inclusion)
      After some discussion, the subcommittee approved the new revisions to the FAQ and to replace that which is currently on the website.
      After being updated on the newsletter, the subcommittee was asked to send ideas on a name for our newsletter to Karen. One suggested name is “Out-comings & Goings”.
   B. SLOs & Syllabi – Paul/Craig & Edith
      Paul has placed this on tomorrow’s Dean’s Agenda. Paul will report his findings at the next meeting (2-23-10).
      When Edith visited PCC, she found that there are several departments that have very little current information on their syllabi’s. She found that out of ten departments, only one actually has a completed SLO.
      Craig reported that out of three schools (approx. nine departments), only two of the nine departments had not completed their SLOs.
      The subcommittee suggested that this report should be included in the ASLO newsletter and Craig will contact Karen.
   C. Program Review Annual Cycle Listing – Wil
      We will be going to program level work sometime in March 2010. We need to determine the 3-year cycle by the next meeting (2-23-09) in order to get it up on the website. Wil will meet with Program Review Subcommittee to create this cycle for the college and report back at the next meeting. Kim reminded the subcommittee of the actual definition we have determined for ‘program’.
   D. Course Assessment Plan Update
      Close to 29% of Course Assessment Plans are now in. The subcommittee provided updates on Flex Day outcomes assessment activities in their departments. Our new mantra is now “It’s NOT done, until it’s emailed in”. The most recent Flex Day discussion continued, and the idea of longer time increments for activities was suggested.
   E. SLOs & Course Outline
      The subcommittee was updated, and at last meeting, we still needed 25. As of today, ten are still needed to complete this task.

VI. New Business
   A. Ross Miyashiro, Dean of Admissions & Records, was our first guest. His discussion is on the topic of W/F Grade, as well as Curriculum Guides & Certificates. (2:35 p.m.)
      Ross introduced the concept of a W/F grade option to the subcommittee. He explained the various regulations, guidelines, and presented pros and cons. The subcommittee asked many questions that ranged from noncredit, repetition, substandard grade, how this option is counted, financial aid, transcripts, and GPA impact. The
subcommittee learned that this could influence the student learning outcomes assessment plans when identifying students who will be included in such SLO assessments.

B. Lynn Shaw, Faculty Professional Development Coordinator & Electrical Professor, our second guest, will discuss the Teaching & Learning Center. (3:30 p.m.)

Lynn will be rescheduled at a later date.

C. GEO Initiative (inclusion)

Kim updated the subcommittee on the GEO Work Group’s development of the GEO Initiative, which will be the foundation for the assessment of the College’s GEOs in relationship to Plan A courses. GEOs will be used as an indicator of student success at the institution level. The Assessment Initiative was approved by the GEO workgroup and AD/GE Subcommittee last week. Kim would like this body to now approve it. If approved, it will go before the Curriculum Committee next week. The purpose of this document is informational only.

Subcommittee Chair moves to indicate by a ‘yes’ vote that the ASLO subcommittee endorses the General Education initiative approved by the GEO Work Group on February 1st, 2010. (Moved, Gibson/Seconded, Harrell/Passed unanimously)

AACU has established rubrics for many liberal arts outcomes based on input and work from an extensive array of universities and colleges in this nation. Besides curriculum mapping the GEO Work Group is recommending that this College utilize these rubrics for cross-disciplinary assessment projects.

VII. Training and Review

A. Bring your binders as a reference

The subcommittee participated in binder review of course level information and reviewed the appendix, that included the Faculty Handbook’s assessment glossary, three versions of Bloom’s Taxonomy and the AAC&U’s Academic Freedom and Professional Responsibility document.

VIII. Informational Items

IX. Next Meeting

Tuesday, February 23rd, 2010, 2:30-4:30 p.m., L-255

X. Adjournment

Promptly at 4:30 p.m.