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

II. Roll Call
   Roll taken

III. Agenda and Minutes
   Adjustments made, minutes accepted.

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

V. Old Business
   A. Outreach Update – Newsletter – Karen
      Monthly newsletter has been decided upon. There will be a section set up for department updates:
      anything and everything SLO. Contact Karen Kane for info to be added. Hoping for March, April,
      and May newsletters.

      Faculty Handbook is being looked at. The subcommittee discussed the pros and cons of piggy-
      backing in the curriculum chapter of the handbook, adding an outcomes section. Emily has
      volunteered to put together a paragraph for the Faculty Handbook.

   B. GEO Initiative Update
      This workgroup is in the process of finalizing curriculum mapping protocols. Once established, the
      information will be brought back to this subcommittee.

   C. Course Assessment Plan Update
      As of Friday, 39% of the Course Assessment Plans have been emailed in. The input clerk is slated to
      be here only until the end of this semester. If we can show that there is a need for this clerk, we can
      have evidence to possibly keep her on to assist. It is important that when you are working with the
      course assessment plan templates that the existing prompts are not deleted. Share this with others as
      you work with them. ACIT has developed a program that is automating the input process so these
      prompts are essential.

      When out assisting colleagues, once the course assessment plans have been submitted, you can move
      right on to the program level assessment plans.

      Discussion continued regarding individual departments about what has been turned in, and what
      still needs to be turned in.

   D. SLOs & Syllabi – Paul
      Paul was to talk with the other Dean’s about SLOs & Syllabi, but is not here today. We will be
      updated at next week’s meeting.

VI. New Business
   A. Joining us, Amit Schitai, Director of ITDC & Distance Learning will share with us about distance
      learning, ASLO, and e-portfolios. (3:00 p.m. – inclusion/handout)
      http:\/\de.lbcc.edu/reports/

      Distance learning is imperative to students who are single parents, students with disabilities, or
      working full-time and going to school. Each year, the number of classes has increased from year to
      year for distance learning courses. Amit discussed the fact that online learning has become much
      more user friendly, and spoke about library resources becoming more readily available. He also
      touched briefly on what the DL environment looks like by showing a sample DL course. The
      subcommittee chair talked about how Amit’s process really mirrors the outcomes process by making
      a general plan, collecting data, and then drawing a conclusion to develop actions to improve the
      program.

      Amit next spoke about e-portfolios, and reminded members of the article in the packet sent out last
      week. A handout of a flowchart showing the actual process was passed out. A definition for e-
portfolios was then discussed, which can also be found on the handout. Amit talked about the meaning of intentional lifelong learning, and how that is related to finding a way that the students will be able to keep their work in order to use it again later in life as well as for outcomes assessment evidence for courses and programs. Using technology to capture evidence is already used in the 4-year colleges, and Kim believes it would be really helpful to use it at the community college level, as well.

Kim shared with the subcommittee a PP presentation from the webinar she attended last week for the Nuventiv e-portfolio product. Amit talked about another program called Desire2Learn. Kim reminded all that the link is up on our website.

Seth has volunteered to work with Amit to investigate the use of e-portfolios at LBCC for outcomes assessment.

B. Degrees & Certificates (inclusion)

It is not manageable to evaluate every single student that goes through each program. If we are conferring a degree for the student, we must assess this information. Establish a minimum threshold that is reasonable is recommended. The degree and the Certificate of Achievement are both sent to the Chancellor’s Office and placed on students’ transcripts so this would be a logical threshold to set. This recommendation will be presented in the Program, Degree, Certificate and Outcomes Assessment document, approved by subcommittee.

C. Program SLOs

1. Definition (inclusion)
   Reviewed and discussed.

2. Liberal Studies, Work Experience & Learning Communities (inclusions)
   These are anomalous programs that don’t conform to the program definition and must be addressed by the subcommittee. Eva and Emily volunteered to research Work Experience and Learning Communities while the subcommittee thought a visit from AD/GE member to discuss the history of Liberal Studies degree would be prudent.

3. Program Review Cycle – Wil
   Wil distributed a handout that identified the instructional program review cycle for 2011-2013. He explained that all programs will go through Program Review next year (2010) and then the alternating cycle will commence. This information will be placed on the Outcomes website as program-level outcomes assessment will follow the program review cycle.

D. Foundation Grant Incentives

Currently, there are foundation incentive supplies/materials grants that the subcommittee can confer on departments that meet previously identified benchmarks first. Joanne has volunteered to work with Kim on determining the Foundation Grants.

E. SLO Officers

IE, IT and Kim attended TracDat training in early January. For the outcomes assessment to work, the faculty inputting must be trained for TracDat. After much discussion with many different leadership groups, it has been agreed that there should be new SLO Officers assignments with paid stipends. Administration has agreed to fund these positions but the Academic Senate is concerned about the potential funding source. The first half of the stipend will be paid on good faith, and the balance will be paid upon completion of the work each year.

VII. Training and Review

VIII. Informational Items

IX. Next Meeting
   Tuesday, March 2nd, 2010, 2:30-4:30 p.m., L-255

X. Adjournment
   Promptly at 4:30 p.m.