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

II. Roll Call
    Attendance taken

III. Agenda and Minutes
    Agenda (3/2/10) and minutes (2/23/10) approved by subcommittee

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

V. Old Business
   A. Outreach Update
      1. Newsletter – Karen
         First newsletter will come out the week of March 15th. This will set the tone, have a welcome from Kim, a ‘did you know?’ section, will be monthly which will keep it current.
      2. Faculty Handbook – Emily & Robert
         No report.
      3. Flex email (inclusion)
         Subcommittee discussed whether or not this email should go out from our group. The general consensus is yes, it will go out about a week before the next flex day.
   
   B. Course Assessment Plan Update
      42% of Assessment Plans are now in. This Subcommittee is an essential element in this strategy. It is imperative to make sure our own departments send in their course plans soon. After discussion, the Subcommittee decided that over the next few weeks, members should reach out to faculty, asking what we can do to help them achieve completion. Personal contacts within departments to help in completing these are a great idea. It is felt that we need to engage at the Dean level in order to help the departments meet their benchmarks. 100% of the course assessments were to be done by August 2009. It was again stressed that the Deans need to be advised of the numbers and deadlines. LBCC could go back on warning very easily and the time of the midterm report in 2011. By 2012, everything should be in place, including the data. It is very important that the ACCJC now be able to see change and improvement to student learning within the actual courses.

   C. Instructional Program List Anomalies Update
      1. Liberal Studies
         No report. Dr. Steve Wallech will present at our meeting on March 16th, 2010.
      2. Work Experience & Learning Communities – Eva & Emily
         Assistance in the Learning Communities area is still needed. Eva reported on a meeting with the unified school district individual who is responsible for Learning Communities and believes that their model would be informative. The outcomes assessments process needs to be put into place for Learning Communities, as well as Work Experience. A report will be forthcoming.

   D. SLOs & Syllabi Update – Paul
      It is the consensus from the Deans that while they support the faculty completely, this is faculty driven and should be completely faculty monitored. The Deans will be there to give support at any time. All syllabi can be found at each division office. Kim has taken this to the Department Head meetings and it has been discussed. The role of the administrator’s is to clear the way for the faculty, and to give them what they need to march on to the finish line, so to speak. Meena will be meeting with several administrators and will work on making sure that SLOs are identified in any syllabus template. Most faculty are still interested in giving their students information on course assessment, and do.
E. **GEO Initiative Update**
   No report.

F. **Program SLOs Update**
   Flex Day workshop – Update assessment tools. Get the plans emailed and in TracDat once course plans are completed.

G. **E-portfolio Update – Seth & Amit**
   Seth will work with Amit and is to assess pros and cons, as well as any recommendations, on two products and perhaps a proprietary approach and then bring a report back to the committee. Report will be presented on April 13th, 2010.

H. **Foundation Grant Incentives Update - Joanne & Kim**
   The first $250 award, which will be applied towards instructional supplies budget, has been decided (goes to VN). There are still 2 more to give out this calendar year when departments meet specified benchmarks. These will go to departments, not programs.

I. **SLO Officers Update**
   At the last senate meeting, they approved the concept of SLO Officers. Some of the departments will have 2 officers, other departments will be combined based on number of courses and programs. These people will be responsible for reporting the SLO evidence and getting them uploaded into TracDat as well as internal management and quality control for their assigned responsibilities. They will also need to orchestrate meetings.

VI. **New Business**

A. **Curriculum Guides – Patricia – (inclusion)**
   Patricia will be working with Trevor. Program mission statements and program outcomes should be established this year. Again, using the available clerk would be prudent.

B. **TracDat Help Button Check**
   Maria Narvaez is our TracDat expert. Dave Gayle volunteered to go through TracDat and check all the help buttons to make sure they are functional and understandable. A report on button update is due at our April 27 meeting.

VII. **Training and Review (Bring Your Binders!)**

A. **Cypress College summer ’09 training documents (inclusion)**
   The subcommittee took a few moments to look over the PowerPoint presentation, as well as a packet on various assessment techniques used at Cypress College. Remember, when writing the actions based on the results, write in the past tense – you are documenting what actions you have taken.

B. **Binder Updates (handouts #1 - #4)**
   The new updates were distributed for insertion in the training binders.

C. **Basic Skills Handbook – Course Level (inclusion)**
   Subcommittee members were asked to break into groups, review this information on course SLOs and assessment tools, and collaboratively take the mini quizzes. Refinements of approaches were discussed.

VIII. **Informational Items**

IX. **Next Meeting**
   **Tuesday, March 16th, 2010, 2:30-4:30 p.m., L-255**

X. **Adjournment**

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Members: Meeting Attendance for 3/2/10

| Absent: | M. Fulbright (excused); R. Gibson; C. Hendricks; E. Kahrs (excused); J. Rodden; K. Tsuji (excused) |
| Guests: | |

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