I. Call to Order

Promptly at 2:30 p.m.

II. Roll Call


Members Absent: P. Creason, M. Fulbright, P. Hays (excused), J. Quinn-Weyant (excused), W. Shaw

Guests: Dr. Steven Wallech

III. Agenda and Minutes

Subcommittee approved Agenda (3/16/10) and Minutes (3/2/10)

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

No public/faculty comments at this time.

V. Old Business

A. Outreach Update

1. Newsletter – Karen

   It was a tireless effort getting our first issue published. We have contacted In The Loop where it will be featured this month, as well as being in contact with ACIT to get it up on the website. We currently have many articles to fill future newsletters, however; the subcommittee was asked for input on what they would like to see covered in the newsletters. Several members agreed that information on ways to assess their programs better would be a good idea. The newsletter was pulled up and shown to the subcommittee. REMINDER: The ASLO course plan submission deadline is May 14th, 2010.

2. Faculty Handbook – Emily & Robert

   No update at this time.

B. Course Assessment Plan Update – Kim

   - 55% of courses have been submitted.
   - 764 more courses still need assessment plans turned in.

   Discussion regarding numbers submitted, and numbers outstanding followed, subcommittee members were assigned to contact ‘outstanding’ departments/programs for assistance. It was suggested that we make it a big deal – April newsletter will be a good place to get it across that time is running short – the deadline is approaching quickly.

C. Program SLOs Update (inclusion)

   Subcommittee members were asked to look over the spreadsheet. Since the last revision, two programs were removed due to the fact they are certificated programs, rather than degree programs (Photojournalism and Radio/TV: Multimedia Production). We have also added Multidisciplinary Success Center LAC and the ESL Learning Center.

D. GEO Initiative Update (inclusion)

   A curriculum map is one way to develop evidence for higher-level outcomes. The GEO Work Group will use this as one of the assessment tasks. They will analyze the course outlines to identify the necessary information and a determination will be made based on that evidence. The “expediency” document was presented to the curriculum committee previously and it was accepted. It is felt that a higher level must be involved so this Thursday the Academic Senate President and Curriculum Committee Chair will present it at the Department Head meeting. The Senate President, and the Curriculum Chair will present it again at the next Academic Senate meeting. The POG will be taking a look at benchmarks soon. The POG was formed last spring for help with coordination. There will need to be more evidence to support what improvements have been made. It would be beneficial to survey students across schools to find out really how aware students are of the goals and purposes of the individual courses and programs that they are currently enrolled in.

E. Curriculum Guides & SLOs Update – Patricia

   Contact has now been made with Trevor. AD/GE seemed receptive to adding a mission statement and SLOs to the curriculum guides for 2011. Where it will be placed has not yet been determined.
F. **SLOs & Syllabi Update – Meena**

Meena met with the Academic Senate President, Kevin Ryan – they discussed the possibility of a sample syllabus being available to faculty that would include all legally required elements along with a spot for SLOs.

G. **Instructional Program List Anomalies Update**

1. **Liberal Studies/Guest, Dr. Steve Wallech, 3p.m.**

   Dr. Wallech spoke about course selection, and what Title V allows for in this process. LBCC is much more lenient, the CSU System is much stricter. Our courses are in direct alignment with 3 other CSUs. Exactly who will be in charge of this program is the next decision. This type is called a cross-disciplinary program. This is derived from the GE pattern. We must be careful to not use the words ‘similar to’ – a lot of Community Colleges are taking the Liberal Studies program, and turning it into a transfer to CSU system. Not a good thing. Our original focus for now is to figure out who is responsible for this program’s assessment plan and continued assessment. AD/GE Committee is under tremendous pressure right now, as they are working through many different responsibilities at this time. A recommendation that the Curriculum Committee be charged with this responsibility will be presented at our next meetings.

2. **Work Experience & Learning Communities Update – Eva & Emily**

   This was brought up at the Student Success Meeting yesterday. An explanation of the connection between ASLO and Learning Communities was attempted. The plan is not yet developed, and has not been bumped up on the scale of importance. Recommendations need to be made to the Student Success Program – assignment needs to be made.

H. **E-portfolio Update – report April 13th – Seth & Amit**

I. **SLO Officers Update (inclusion)**

   It has been determined that the SLO Officer positions will be compensated. The Academic Council has not yet approved the selection and removal process. The selection criteria were only ‘described’ to the Council, but the document was not actually seen by them. These positions will be funded by the General Fund and not by soft money. Eva will request it be reintroduced on the agenda, in order to give it a fair chance and the actual document can be reviewed and discussed by the Council. It is important that we get proper representation at the Council meeting where this will be presented a second time. The total number of positions that will be available was determined based on departments’ sizes and now sits at 30 positions. After this process has been piloted, it will be readdressed and tailored for a better fit. It is important that a decision be made in order to move on.

J. **TracDat Help Button Check Update – report April 27th – Dave**

VI. **New Business**

A. **Program Level SLOs**

   Pay attention to the lavender alert button on the website. There is a template for program level outcomes (it looks just like the course level template), but this one also includes a mission. Then we will create outcomes to see if we are meeting our program’s mission. We are now aligning with the 3-year Program Review cycle. The program level must be looked at as a big picture. It is broader that the course level. It is not just a collection of courses together. The foundational courses must be focused on in order for it to be called an area of emphasis.

   1. **Approaches**
      
      Begin with the Major  
      Begin with the Capstone Course or Experience

   2. **Fire Program Sample (inclusion)**

      Training on the development of program SLOs began but was not completed.
      Subcommittee was asked to bring this inclusion to the April 13th meeting for further discussion.

VII. **Training and Review**

   A. **Program Assessment Tools**

VIII. **Informational Items**

IX. **Next Meeting**

   Tuesday, April 13th, 2010, 2:30-4:30 p.m., L-255

X. **Adjournment**

   Promptly at 4:30 p.m.