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

II. Roll Call
Members absent: D. Gayle (excused), B. Harrell, P. Hays, C. Hendricks, M. Singhal, K. Tsuji
Guests: M. Narvaez

III. Agenda and Minutes
Agenda (5/4/10) approved. Minutes (4/27/10) approved with 2 small changes, as follows:

2. Faculty Handbook – Emily & Robert
   a. Proposed Modifications for Faculty Handbook (inclusion)
      We have suggested updating ‘course objectives’ to the student learning outcomes and course objectives (remove the word ‘will’ at the end of this sentence.)

AND

A. GEO Initiative Update
   The GEO workgroup has been meeting regularly. They are mapping all courses in Plan A to those course outlines. What is reflected in the course outline is the basis for alignment decisions. There are three levels of engagement in the mapping process: Introduced, Developed or Mastered. We must see the rigor in the course outline in order to map them correctly and appropriately for outside readers and for the full intent of the courses. Once the curriculum map is COMPLETE, an analysis will commence culminating in a report in the fall semester to appropriate groups. This is the institutional level. Course – Program – and Institutional levels. (the word ‘complete’ was added to the above paragraph-noted in BOLD CAPS.)

IV. Public/Faculty Comments (must pertain to item[s] on the agenda)
No Public/Faculty comments.

V. Old Business
   A. Outreach Update
      1. Newsletter – Karen
         Karen will report on 5/18/10.
      2. Faculty Handbook – Emily & Robert
         The updates were sent to Meena for suggestions and approval – future report.
   B. Course Assessment Plan Update – Kim
      It is the position of the union that assessment of SLOs has been foisted upon this college by the ACCJC. This is viewed as a workload issue that needs to be negotiated.
      Many of the subcommittee members feel that Outcomes are part of their job description, no matter that they may have been completed differently in the past. It is our professional duty to get this done as part of our job. The question was suggested that the Senators on this subcommittee present such beliefs to the Academic Senate for consideration. Also, the ACCJC annual report information and SLO requirements will be shared with that body (see VI.A below).
   C. Program SLOs Update
      No report.
   D. GEO Initiative Update
      No report.
   E. Curriculum Guides & SLOs Update – Patricia
No report.

F. **SLOs & Syllabi Update – Meena**
   
   Sent to IT to be placed on our website.

G. **Instructional Program List Anomalies Update**
   
   1. Liberal Studies
      
      AD/GE will go to the Curriculum Committee and ask to inactivate this program. The subcommittee agrees and supports such action.
   
   2. Work Experience & Learning Communities Update – Eva & Emily
      
      No report.

H. **E-portolio Update – Kim, Amit & Dena**
   
   No report.

I. **SLO Officers Update**
   
   No report.

J. **TracDat Help Button Check Update – Dave**
   
   No report.

VI. **New Business**
   
   A. **Annual Report (inclusion)**
      
      This is a report that Eva does annually. The ASLO has its own section in this report. SLO information began to be collected back as far as 2006. ACCJC is really focused on the ongoing assessments (including the ‘Planning for Improvement’. What they care about is progress with columns 4 & 5). The subcommittee feels that this should be presented to the Senate. Wil was asked to take copies to the next Senate meeting of this annual report. Seth will also work to get this on the agenda.
   
      Kim needs to report back to the Curriculum Committee on this subcommittee’s work done during the year. The members reviewed the 2009-10 Assessment of Student Learning Outcomes Subcommitte Summary of Work report.

   B. **Outcome and Program Review (inclusion) – Wil**
      
      Wil’s report will be presented at the next meeting.

VII. **Training and Review**
   
   A. **TracDat training with Maria Narvaez (3:15 – 4:15)**
      
      The subcommittee was trained on log in, access, and course outcomes sections of TracDat by Maria Narvaez. Each member was given an account and a training packet.

   B. **Survey Development Project – Focus Group**
      
      Visitors: Sabrina Bow & Dave Costa, Research Specialists
      
      UCLA Educational Leadership Program (4:15 p.m.)
      
      We were subjects in a survey development and provided feedback to these researchers.

VIII. **Informational Items**
   
   No informational items

IX. **Next Meeting**
   
   Tuesday, May 18th, 2010, 2:30-4:30 p.m., L-255

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