

BUSINESS DIVISION

ADJUNCT ORIENTATION MEETING

AUGUST 21, 2008, 7:45 P.M., ROOM 803

ATTENDING: Vicki Vilorio, Melissa Vasquez, Anna Viscaino, Adrian Gonzalez, Lisa Smith, Luis Urguides, Michael Carr, Tim London, Val Rodgers

PROCESS FOR IDENTIFYING STUDENT LEARNING OUTCOMES

The first steps in the Student Learning Outcomes (SLO) process were discussed. Adjunct faculty reviewed examples of SLO Identification forms and rubrics that were created by full time faculty. Val Rodgers explained to the group that we are looking at a deadline of June 09 to have identification complete for all courses we offer. Mrs. Rodgers explained that Academic Services was planning a training session for January, 2009. It was hoped that the identification forms and the rubrics could be finalized at that time.

The steps in the process were outlined by Mrs. Rodgers. They are below:

1. Think about the major graded assignments that you give students in your course(es). Choose one assignment that measures some overarching aspect of one or more core competency(ies) identified by IVC. The competencies are

- Communication
- Critical Thinking
- Information Competency
- Global Awareness
- Personal Responsibility

Examples of assignments include

- Portfolios
- Exams
- Written reports
- Simulated performances
- Interviews
- Papers
- Performance/demonstrations

2. Work with other instructors who teach this course to **complete the SLO Identification Form** .
3. Work with all other instructors who teach this course to **develop a rubric or grading scale** that articulates in words how you grade the assignment. What components compose an A on this assignment? B? Etc. Define each level. (see attached)
4. Submit the form and the rubric to Maria Sell by June, 09

Mrs. Rodgers also discussed what would be happening during the Fall 2009 and Spring 2010 semesters, and explained that more training would be available. **During Fall 2009 Semester** all instructors in all sections of this course administer the chosen assignment and assess students using rubric or grading scale that was developed. The graded assignments are collected and stored in an agreed upon location.

During Spring 2010 Semester the group will review graded assignments and discuss results with all instructors who administered the assignment to determine if strategy is working. If strategies are not working, the group will discuss ways to improve student learning and submit a summary form. A Form is being developed for this summary. A program level form is also being developed that we will have to complete for each major and certificate. It will need to show how all 5 institutional core competencies are being met within the program.

ADJOURNMENT: The meeting adjourned at 8:45 p.m.