Imperial Valley College
Student Learning Outcome Committee
Minutes
02/24/09 Meeting (approved)

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:20 pm in Room 700.	
Committee Members Present:	Toni Pfister - Chair, Sandie Noel - Recording Secretary, Dennis Carnes, Sidne Horton, Lisa Solomon, Mary Lofgren, Rosa Pitones, Dean Frank Rapp.	
Visitors Present:	None.	
Review of the Minutes:	The committee members reviewed the meeting minutes from December 9, 2008 and January 7, 2009. Dennis Carnes motioned for approval and it was seconded by Lisa Solomon with some changes to the spelling of Mary Lofgren's name and adding Rosa Pitones' and Mary Lofgren's name to the committee members present. All committee members approved the minutes.	
Other:	Pfister opened the meeting with a follow up to a request posed by Dennis Carnes at the last meeting regarding displaying outcomes from each department on the SLO website. The members discussed what should go on the Examples of Outcomes form. Lisa Solomon and Dennis Carnes suggested that the form should include the ISLO addressed by the outcome.	Pfister distributed a form called, "Examples of Outcomes at IVC".

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Other: (continued)	Sidne Horton asked if an assessment tool could be included in this form.	Pfister stated that she wondered if assessment tools should be listed separately. She wondered if permission was needed before putting outcomes and assessments on the website. A short disclaimer sentence was included on the form to allow readers to know outcomes and assessments may change. Pfister confirmed with the committee that she would 1) put this form on the website; 2) include the type of assessment tool used, and 3) include the ISLOs. (March 3 – form with assessment posted to website. Still need to add ISLOs.)
	Pfister informed the members that she sent Dr. Gary Williams, the guest speaker for the SLO workshop, an edible basket as a thank you gift from the committee (per previous committee request).	
Review Student Success Workshop evaluations:	Pfister read a short overview of the evaluation forms that were submitted by at least sixty of the attendees.	

	Mary Lohgren stated that she had a very good group at her roundtable during the workshop. Pfister stated that the "office hours by appointment" for faculty members was replaced on the contract with SLO work. Horton asked Pfister is she was going to department meetings to discuss the SLO process with faculty members. Ms. Pfister informed the committee that she has attended a few department meetings and will continue to attend contingent upon invitations from the chairpersons and that faculty have been invited to attend any 9 of the mini-workshops scheduled. Carnes stated that faculty members from his department inquired about how to do rubrics. Pfister stated that there will be more assessment workshops in the future to help faculty members.	
Discuss Managing Data & Organizing Course Level SLO's within departments:	Pfister stated that the division chairs and secretaries are working on collecting data. She asked if anyone knew of any problems that needed to be addressed. Pfister asked the committee members to please	

	bring back to the next meeting any concerns their co-workers may have. Pfister stated that she informed the division chairs that she needs a paper copy of the assessment forms. Horton asked how are faculty and staff are informed of the upcoming deadline. Pfister stated that two recent emails have been sent and that she will place the dates on the SLO. Lisa Solomon suggested that Toni send out a third email as a friendly reminder requesting what is due on March 30th, 2009.	
Program Level Outcomes:	Pfister stated that the committee will need to begin work on Program-level SLO process. The committee members then reviewed the letter from WASC. Ms. Pfister discussed the portion of the letter referring to SLOs, "Observations Regarding Recommendations 2 and 4 (SLOs)." Pfister stated that she would like to distribute a form called "Describing What SLOs Cover" to faculty and staff members and give them a deadline in which to return their suggestions so that they can be reviewed at a future committee meeting. Pfister distributed several forms for the	

	committee to review. Some of these forms had samples from other colleges as to how they are completing program level outcomes. The committee liked the program level outcome form from Long Beach College. Pfister explained the purpose of the program level form to committee, stating that each degree and certificate program we have at the college has to address program-level outcomes. The committee members discussed ways that the program level outcomes could reflect institutional SLOs.	The committee did not come up with a final answer at this time but would continue to discuss this issue at the next meeting.
The Big Plan:	Pfister reminded the committee that the next scheduled meeting was in two weeks and asked if an extra meeting in March could be scheduled due to pressing program needs and planning. Pfister distributed several forms for the committee to review on their own time.	The members agreed to meet again on March 10 and 24, 2009.
Adjournment:	The meeting was adjourned at 4:43 PM. It was agreed that and addition meeting would be held on March 24 at 3:15 pm. The next regular meeting is scheduled for March 10, 2009.	