Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 1:35pm in Room 709.	
Committee Members Present:	Toni Pfister - Chair, Lisa Solomon, Romano Sanchez Dominguez, Daniel Gilison – Secretary Pro Tem, Kseniya Kareva.	
Review of the Minutes:	The minutes of October 13, 2010 were reviewed. MSC (Lisa and Daniel) to approve the minutes with corrections.	
Mini Workshops:	Toni reminded the committee that workshops would be held that day from 3-4 PM and 5-6 PM in the faculty lounge.	
Spring 2010 cycle assessments:	Toni reminded the committee that SLO cycle assessment forms for Spring 2010 were due to her by the end of November. If possible, faculty should try to turn them in by the 14 th week of this semester.	

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Professional Development Day	IVC Professional Development Day will be on	
activities:	Thursday, January 27, 2011. Toni stated that she	
	would not be able to attend, but suggested for an	
	activity that departments could work together in	
	small groups to share SLOs and data, or 3-4	
	speakers could discuss various aspects of SLOs for	
	10 minutes each. Kseniya said that it would be	
	good to hear about program-level SLOs. Daniel	
	asked about if program-level SLOs were for each	
	individual program within a department. Toni	
	responded that instructional program-level SLOs	
	are for degrees, certificates, and any other	
	program that wants to define themselves as a	
	program for SLO purposes, and that individual	
	programs do not need to do program-level SLOs if	
	there is no degree or certificate for that program	
	and if they are not part of a CTE program. It was	
	decided that the topic of the workshop would be	
	program-level SLOs. Lisa volunteered to work on	
	the workshop. Toni said, if presentation was	
	accepted, she would prepare a handout and slide	
	presentation for the workshop before leaving at	
	the end of final's week. Also, Toni said that she	
	would put some information for part-time faculty	
	on the SLO website, including handouts and	
"Action Plan" for SLOs/SAOs:	videos.	The committee decided to use Educational
		Master Plan goals # 1, 3, 4, 5, 6, and 7. Toni
		will inform Dawn Chun of the decision and
	Toni asked for the committee's assistance in filling	will ask for clarification of the other goals.
	out the Action Plan form given to her. Lisa	

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suggested that the Goal for the Action Plan could be a modified version of the SLO Committee mission statement, and the Objectives for the Action Plan could be the four points of the SLO Committee. Discussion ensued on which Educational Master Plan goals for the SLO Committee were to be used. Kseniya asked about the location of the institution-wide practices and plans, and Lisa asked about what those practices and plans are. Discussion then took place about how to implement and evaluate the goals, using Educational Master Plan goal #1 as an example. Toni said that she might ask the committee for additional advice as she is working on the form.

CurricUNET:

Toni stated that she has been attending Curriculum Committee meetings, and that SLOs are included on the Course Outline form, but are currently not mandated by the state. She said that if a faculty member is only changing the SLOs on the Course Outline form, then that change can be processed without it being approved by the Curriculum Committee. However, if on the Course Outline form, it is possible that Curriculum Committee members could scrutinize the SLOs, so it might be better if the SLOs were attached to the form. Toni also said that it would be easier to query the SLOs if they were included in the Course Outline form.

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	Kseniya asked if we wanted the SLOs on the	
	Course Outline forms because changing the SLOs	
	would require changing the Course Outline forms.	
	Lisa mentioned that multiple instructors for one	
	course might then design different SLOs, or if a	
	course changes instructors, then the new	
	instructor could have new SLOs developed. Toni	
	said that SLO changes were easy to do because	
	they would not go through the Curriculum	
	Committee. After discussion, the committee	
	recommended to keep the SLOs on the SLO ID	
	form as an attachment to the Course Outline	
Placement of SAOs on campus:	form.	
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	Toni stated that SLOs could be placed on	
	CurricUNET, but needed ideas on where to post	
	SAOs to make them visible to the community.	
	Toni suggested putting them on the website.	
	Kseniya recommended that the departments	
	make posters or signs that they can place around	
	their buildings. Toni said that she could put up	
	posters with all of the SAOs on them all	
	throughout the campus in high-traffic areas.	
Criteria for assessing multi-		The committee will consider these criteria
section courses:		and this will be discussed at the next
		meeting.
	Toni wanted advice on coming up with rules for	
	how to assess courses with multiple instructors,	
	ensuring that there was data from full-time and	
	part-time instructors, day and night classes, face-	

	to-face and online classes. Kseniya mentioned	
	that because a lot of adjuncts teach night classes,	
	it could be difficult to get them to participate.	
	Romano said that he gave adjuncts the forms in	
	advance, and was able to get adjuncts to	
	participate in the process. Daniel suggested using	
	GE classes as a criteria for determining the how to	
	choose sections for assessment, and suggested	
	that either 50% or 5 sections, whichever number	
	is smaller, would be a good number of sections to	
Adjournment	asses each year.	
	The meeting was adjourned at 2:45 PM.	