**SLO MEETING**

**NOVEMBER 29, 2012**

**LB 221, 12:20-1:30PM**

**AGENDA**

Call to order

Approval of minutes

Guest Speaker-Mary Mirch

Information Items:

* **Update on Midterm Report-** deadline for submission of assessments is set for January14th. This would allow Ed Karpp and David to gather information needed before the Board meeting. The report needs to be viewed by the board and it would be best NOT to project potential percentages. Assessments can be turned in after this date. Courses included in the report are from the 2012-2013 schedule (basis of percentage). **We can acknowledge future assessments.**
* **Update on database program-** David is working to have the program up and running after the holidays. There have been a few unforeseeable glitches. A training will be held during the winter session to acquaint staff with the new program.
* Including all Program Learning Outcomes in catalog with a better format.
* Any assessment turned in this semester will be entered into the database program over the winter session by administrative assistants.
* **C & I-** divisions are cleaning house archiving courses/certificates not being offered.
* Formulating a plan of action to address the Guild in regards to including SLO/assessments into the faculty contract.
* Development of SLO/PLO/ILO handbook/document (best practices for Glendale College)

**Old Business**

1. Deadlines for Assessments
   1. Assessments turned in 3 weeks after spring, summer, and winter sessions and fourth week of January for fall session.
2. Updating SLO website

**New Business**

1. Review of SLO’s before course is approved.
2. Format of SLO’s in course outlines (see attached 4-5)
   1. Course exit standards are not SLO’s
3. Best practices- quality of assessments
   1. Percentage of sections that need to be assessed-per assessment cycle
   2. How many SLO’s should be assessed per assessment/cycle
   3. Single course vs. multi-section courses
   4. Number of students included in assessment
   5. How to address drops/failures/plagiarism

Future Focus:

Next Meeting (tentative): January 24 or 31, 2012