**SLO MEETING**

**February 28, 2013**

**LB 205, 12:20-1:30PM**

**AGENDA**

Call to order

Approval of minutes

Guest Speaker-

Information Items:

* **Update on Midterm Report-** Final deadline for submission of assessments SLO/PLO is set for March 12th. The document will be approved by this date but we can adjust percentages before the document is sent out on the 14th. **We can acknowledge future assessments.**
* **Update on database program-** the program is up and running. Administrative assistants have been inputting data. Ed will be able to extrapolate information for the mid-term report.
* **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) We need a framework or process

**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
4. Adjunct Instructors and their role in SLO/PLO development and assessments

Future Focus:

Next Meeting: March 28, 2013