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GLENDALE COMMUNITY COLLEGE
SLO COMMITTEE
MINUTES (*Adopted)*
April 24, 2014 AD 252
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Meeting was called to order at 12:34p.m.

Members Present: Victoria Buresch, Jayne Campbell, Dora Krannig, Maria Kretzmann, Margaret Mansour, Charlotte Schulten, Jeff Smith, Sarah McLemore, Kirk Vaughn, Yvette Ybarra (Chair)

Members Absent: Karen Hamilton, Jennifer Krestow, Dave Martin, John Rome

Proxies: Brett Miketta (Rory Schlueter)

Quorum: 11/16
Guests: Susie Chin and David Yamamoto

APPROVAL OF MINUTES – April 24, 2014

It was MSC (Campbell/Krannig) that the minutes of March 27, 2014 be approved.

INFORMATION ITEMS:

	Outcome
• Corrections to Learning Outcomes Database (LOD)	• Email David Yamamoto or Yvette Ybarra to make corrections in the database system. SLOs will not be changed unless they are changed on the course outline.
• Development of protocol for entering assessments	• Brett Miketta suggested creating a video to show faculty members how to input data into the system. For now, Yvette Ybarra will send out instructions to division chairs with examples.
	• David Yamamoto and Yvette Ybarra will not be entering assessments. Division chairs will be notified but we will continue to help and answer questions.
• Spreadsheet to be sent out to Division Chairs	• At the end of the semester Yvette Ybarra will send out an email asking division chairs to re-visit the spreadsheet to make sure the PLOs are connected to the ILOs.
• Revision of ILOs	• In the near future we will look at revising the ILOs to complement the Mission Statement.

Database Coordinator Member of SLO Committee

	Outcome
• Motion: SLO committee recommends that the Database Coordinator become a voting member of the SLO committee.	• **MSC (**Shulten/McLemore) Motion approved.

Learning Outcome Review Checklist

	Outcome
• Review Checklist (handout updated)	• We need to develop a paper trail regarding changes. • May be used to recommend changes during preliminary review of courses. • Need to define clearly what "open" and "closed" SLOs/PLOs are and why the distinction. • Change the examples • SLOs are not exit standards but there are exceptions.

ADJOURNMENT The meeting was adjourned at 1:33pm.

Respectfully submitted by: Yvette Ybarra
Minutes reviewed by: Yvette Ybarra (Chair)