Meeting was called to order at 12:36 p.m.

Members Present: Victoria Bursch, Jayne Campbell, Dora Krannig, Maria Kretzman, Margaret Mansour, Barbara Flynn, John Rome, Rory Schlueter, Charlotte Schulten, Jeff Smith, Yvette Ybarra (Chair)

Members Absent: Karen Hamilton, Jennifer Krestow, Dave Martin, Timothy Vale, Kirk Vaughn

Proxies:

Quorum: 11/16
Guests: Susie Chin

APPROVAL OF MINUTES – October 31, 2013

It was MSC (Schlueter/Schulten) that the minutes of September 26, 2013 be approved.

INFORMATION ITEMS: Accreditation Report

	Outcome
• 100% of all assessments must be completed by December.	• Currently the college is at 79.5% of SLO assessments completed
	• We went from 40% to 65% of written PLOs assessed.
	• Division Chairs should review courses on spreadsheets to verify if courses have not been offered.
	• Assessments can be done sooner to meet the deadlines.
	• Number of outcomes assessed is not as important as completing the assessment. These assessments can lead to future changes.
	• Ideas for early assessments are surveys
	• Issues for concern are the discrepancies from the original spreadsheets and what is in the database system.
	• If changes need to be made wait until winter.
	• Ed has tracked all old assessments.
	• Only enter assessments that have been done fall 2012 and later.
	• Assessments will continue in a 3 year cycle.

Future Workshops

	Outcome
• Workshops to focus on in Spring 2014	• How to successfully write and assess PLOs • Understanding results • Changing SLOs/PLOs and WHY (reformatting) • Giving examples of different types of SLOs/PLOs from different areas. Using examples from other colleges. • Best ways to connect SLOs and PLOs. How to build a successful PLO • Understanding the connection between SLO/PLO and Program Review. How is linked to resource requests.

How to Change an SLO/PLO

	Outcome
• Best method to change SLO/PLO-subcommittee to review SLOS on CORs	• To change an SLO the COR must be changed and tracked by division and C&I. • Will be working with C&I to streamline the process • Schlueter feels this belongs to the faculty and division • We need to develop a review process of SLOs/PLOs

Tracking of ILOs and Timelines

	Outcome
• How do we assess ILOs	• One of the main objectives of the database system is to tie SLOs/PLO/ILOs together. The spreadsheets each division completed linked the outcomes together.
• Three year cycles and timelines	• The database system is set up to automatically notify the division chair and the instructor who wrote the initial assessment. • Divisions will have to realign timeline schedules once all assessments have been completed.

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ADJOURNMENT The meeting was adjourned at 1:29p.m.

<u>**NEXT MEETING**</u>

The next meeting is scheduled for 12:30p.m.on November 21, 2013.
Respectfully submitted by: Yvette Ybarra
Minutes reviewed by: Yvette Ybarra (Chair)