

**SLOAC Steering Committee Agenda**  
**March 19, 2007, 1:45-3:45, Room 5131**

Attendees: Steve Aurelio, Alma Cervantes, Carlos Colombetti, Jan Fosberg, Cathy Hasson, Rick Hough, Lucia Lachmayr, Mandy Liang, Jude Navari, Regina Pelayo, Virginia Padron, Christine Roumbanis, Leslie Shelton, Arthur Takayama, Phyllis Taylor, Dennis Wolbers, Karen Wong, Soodi Zamani

- I. Upcoming Research and Planning Conference at Skyline on Assessment by way of Focus Groups
- II. Update from the Curriculum Committee about the Program Review Instrument (CC Chair Christine Roumbanis)
  - A. See the forms on [http://www.smccd.edu/accounts/skycurr/Program\\_Review/Directions%20and%20forms.html](http://www.smccd.edu/accounts/skycurr/Program_Review/Directions%20and%20forms.html) listed under 2007/2008 Program Review.
    1. Added category in the instrument on SLOs and assessment
    2. Added columns to the prerequisite checking chart to keep track of how many course have SLOs, assessment plans, implementation of assessment plans, and review of data
  - B. Although the general consensus was that assessment was integrated smoothly into the program review instrument, concerns were expressed about the increased workload for faculty and staff to assess.
- III. Materials to Lead Workshops on Creating Assessment Plans (Cathy Hasson and Karen Wong) – please sign up if you have to do so
  - A. The presentation is about an hour long, depending on how many exercises the audience completes
  - B. The Powerpoint slideshow, like the slideshow for The Framework, is intended to be a guideline, not an absolute. Adjust accordingly to what best works for your audience. The same holds true for the exercises.
  - C. Presenters may want to follow up with smaller hands-on workshops for the departments within the division
- IV. Feedback on Assessment Plans: Carlos Colombetti, Philosophy, and Jude Navari, Music
  - A. Questions were raised about academic freedom—what if the instructors don't all use the same assessments to measure the SLOs?
- V. Collecting pilot dollars—submit time sheets with your name, SS#, and signature

The Research and Planning Group is excited to announce that registration is open for focus group training sessions at Skyline College (April 13). Only one session is needed to get you started. Focus groups are an excellent way to explore the inner thoughts of participants and they allow you as the faculty member, administrator or researcher to hear things you might not have heard otherwise.

Space is limited to 50 people in each session (see link below). Barbara.

<http://rpgroup.org/Events/rp-events-workshops.htm>

Do students about to transfer and become majors in the discipline you teach (or students about to complete your certificate program), feel they have achieved your program's learning outcomes?

- What do students think about the new grant-funded intervention that seems to work for some, but not all, remedial math students?
- What do employers think of your graduates and how do they think you can strengthen some of your major vocational programs?
- What do members of the business community, K-12 and other major stakeholder groups in your community think about your college?
- Which support services are most important to different student groups on your campus?

You can investigate these kinds of questions with a research tool too often overlooked: **FOCUS GROUPS**.

When designed and implemented carefully, focus groups can help researchers, faculty, program coordinators and planners deepen their understanding of how something works and how it can be improved. Learn to plan focus groups by attending a day-long training session. The morning session will provide participants with a basic understanding of when to use focus groups and with the nuts and bolts of how to plan and conduct one. During the afternoon session, participants will work in teams to practice how to plan and conduct a focus group.

#### **Bay Area Focus Group Institute:**

Friday, April 13, 2007

**Skyline College, Room 6202/6204**

Contact "Hasson, Cathy" [hassonc@smccd.edu](mailto:hassonc@smccd.edu) for further information. See registration information at the end of this document.

#### **Focus Group Trainer**

Eva Schiorring will facilitate the training . Eva has conducted dozens of focus groups with community college students, faculty, graduates, and employers. She will draw on her experience to explain what works and doesn't work and to discuss how focus groups can support other types of qualitative and quantitative research. Eva's areas of expertise include program design, evaluation and resource development. She holds a Master's Degree in Public Policy from Harvard University.

**Seating for each institute is limited to the first 50 who pre-register on a first-come, first-served basis.**

Please complete the registration form that is available on the RP Group Web Site at:

<http://www.rpgroup.org/> -- On the left-hand side of the screen, click on **"Institutes and Workshops"**.

## SLO Assessment Plan Checklist

(to be revised and added to the Framework)

Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain and improve performance. (T. Angelo, 1995).

	Yes	No
1. Contains a balance of direct and indirect assessment methods overall.		
2. Contains a mix of quantitative and qualitative measures overall.		
3. Contains mostly formative assessments for mid-course corrective action.		
4. Contains links between major assignments/activities and assessments.		
5. Contains three different ways to assess each SLO.		
6. Contains criteria that are based on realistic and meaningful benchmarks.		
7. Contains a variety of assessment methods both tried and true and new.		
8. Contains suggested approaches for sampling or systematically evaluating the student learning outcome.		
RECOMMENTATIONS, IF ANY:		

## SIGN UP TO LEAD A WORKSHOP ON CREATING ASSESSMENT PLANS

Need to Sign Up: Chris Case, Ray Hernandez , Mandy Liang (?), Ariel Vigo

YOUR NAME	CAMPUS FLEX WORKSHOP?	DEPT/ DIVISION WORKSHOP?	SPRING 2007 OR FALL 2007?
Dennis Wolbers		Dept. Workshop (Library Sciences)	Sp. 07 (Library Assessment Plan)
Virginia Padron & perhaps Mandy?		Dept. Workshop (Counseling)	Sp. 07
Christine Roumbanis & Alma Cervantes		Dept. Workshop (CAOT)	Sp. 07
Jan Fosberg		Division Workshop about SLOs (Physical Education)	Sp. 07
Jon Freedman, Rick Hough, & Soodi Zamani		Dept. Workshop (Math)	Sp. 07
Lucia Lachmayr & Phyllis Taylor		Division Workshop (Language Arts)	Fall 07
Steve Aurilio, Arthur Takayama, Carlos Colombetti, & Jude Navari		Departmental Workshops on whatever the department needs	Fall 07
Regina Pelayo		Dept. Workshop (Cosmetology)	Fall 07
Karen Wong & Cathy Hasson	Fall Flex Workshop		Fall 2007
