

## SLOAC Steering Committee/ Institutional Effectiveness Committee Minutes

February 24, 2014, 2-3:30, Room 6203

Present: Steve Aurilio, Tammy Calderon, Lorraine DeMello, Alice Erskine, Jan Fosberg, Rick Hough, Lucia Lachmayr, Jude Navari, Christine Roumbanis, Pricilla Sanchez, Sarita Santos, Arthur Takayama, David Ulate, Karen Wong

Absent: Linda Aldridge, Michael Bishow, Jacquie Escobar, Nick Kapp, Regina Pelayo, Sarah Perkins, Jesse Raskin, Dennis Wolbers

Documents: Campus Climate Survey; Draft Balanced Scorecard Data Dictionary; 2014 ACCJC Report

- I. Approval of the 1/27 Minutes – approved as is
- II. How to make this committee familiar to newcomers as we evolve into an institutional effectiveness committee (in addition to assessment)
  - A. Review at the beginning of the semester of what we've done and how we measure up to external measures
  - B. Receiving documents ahead of time
  - C. Receiving relevant links that provide context to decisions; embed them
  - D. Contextualizing the narrative of the projects we're vested in working on
  - E. Cheat sheet with acronyms and their roles
  - F. Summary of what's been achieved at the end of the year
- III. Outcome from SLOAC Steering Committee recommendation to the ILT (1/23/14) to integrate assessment strategies, results, and/or action plans into division meetings so as to increase campus-wide assessment related dialogue
  - A. Generally receptive
  - B. SMT—at every division meeting, one or more of the departments will feature something; in March, the Biology department will present their comprehensive program review
    1. Request—initiate conversation about how to structure departments to work together under related groups so as to have discussions and perhaps collaborate, such as STEM (coordinating is Greg Grist), basic skills, CTE (coordinating is Don Carlson)
  - C. SS/CA—division meetings have been primarily focused on designing and administering assessments; how can they get to the next step?
    1. Request—need help in analyzing the data—work with Donna on identifying some data sets for a future workshop

2. Request—how to conduct assessment according to demographics
  - D. Counseling—presently looking at “coding” to ensure that they’re capturing an accurate picture of programs
    1. Request—interested in looking at a systematic way of collecting narratives so as to go beyond anecdotal
  - E. Business Request—work with Don and Christine to shape how this recommendation will manifest itself in their division
- IV. Feedback on district-wide campus climate survey
- V. Brainstorm and forge a response to the ACCJC 2014 open-ended questions, #36- 39
- VI. Balanced Scorecard—review recommendations for revisions
- VII. To prepare for next year—Be prepared to highlight a good assessment practice or compelling result as a result of a course level assessment, either within your own department or a department within your division—approximately ten minutes per person.
- VIII. Please designate the following Monday (the 4<sup>th</sup> Mondays of the month, except the first meeting of each semester), 2-3:30, for SLOAC Steering Committee meeting: March 24, April 28. Outlook invitations will be forthcoming.

<b>BALANCED SCORECARD MEASURES</b>	<b>THREE PEOPLE PER GROUP, AND ONCE ALL HAVE THREE, THEN PLEASE ADD YOUR NAME TO ONE OF THE GROUPS TO BE THE FOURTH</b>
ES 1-4	1) 2) 3)
ES 6-10	1) 2) 3)
IS 1-3	1) 2) 3)
FB 1-4	1) 2) 3)
IG 1-5	1) 2) 3)