

**SLOAC Steering Committee/ Institutional Effectiveness Committee Minutes –**

**April 28, 2014, 2-3:30, Room 6203**

Present: Linda Aldridge, Steve Aurilio, Michael Bishow, Tammy Calderon, Lorraine DeMello, Alice Erskine, Jan Fosberg, Rick Hough, Lucia Lachmayr, Jude Navari, Regina Pelayo, Jesse Raskin, Sarita Santos, Arthur Takayama, David Ulate, Dennis Wolbers, Karen Wong

Guests: Alana Utsumi

Absent: Jacquie Escobar, Nick Kapp, Sarah Perkins, Christine Roumbanis, Pricilla Sanchez

Documents: ACCJC News, Summer 2013

- I. Approval of the 3/24 Minutes – approved as is
- II. Please ask your departmental colleagues to remind students to take the Campus Climate survey → Campus Announcement: “Skyline College is committed to continuously improve its offerings. To provide campus leadership insights about how Skyline College can best serve student needs, please encourage students to take the Campus Climate Survey at <https://surveys.smccd.edu/n/campusclimatesurvey2014.aspx> which will be accessible from now through Friday, May 9. This survey will take about twenty minutes to complete.

At the completion of the survey, students are welcome to submit their name to enter to win one of three \$100 gift cards to the Skyline College Bookstore/World Cup Cafe. The results of this survey will not be connected to any individual; only summary data will be provided.”

- III. Discuss the question of how to best inform both internal and external constituencies about assessment of student learning, a gap we identified in our analysis of how well Skyline College is fulfilling the “[Guidelines for Assessment and Accountability in Higher Education](#)” (and ACCJC Accreditation Standard IC3: “The institution uses documented assessment of student learning and achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public.”).

- A. Skyline College’s current set-up

1. ISLOs and results are posted on the Skyline College SLOAC website
    - a) An e-mailed recommendation from a committee member:

“I went to our site just to see the look of the page regarding our ISLO assessment and my eye was immediately drawn to the ISLO logo. It intrigued me enough to want to click on the pictures thinking that it would link me to what it represents but it didn't. Even though it had the descriptions below identifying the logo, the parenthesis only elaborated the color of the parts of the logo. Maybe we could put yellow light bulb, red conversation bubble, purple magnifying glass, and so on. I know it seems some what literal but thinking of the students and keeping it as basic as it can be for easier access to the information for our students.”
  2. PSLOs are posted on departmental and student service area websites
  3. Course SLOs are published in syllabi
  4. Relevant assessment results are referenced in the annual program plans, comprehensive program reviews, and administrative leadership unit reviews, all of which are published online
- B. Models the ACCJC cited and what we may want to adopt/ adapt from the [Summer 2013 newsletter](#)—see page 6
1. Los Medanos College--  
<http://www.losmedanos.edu/programassessment/> (“Plain English” sections on program assessment and results)
  2. Palomar College SLO page for students--  
<http://www2.palomar.edu/slo/> (all levels of SLOs, including which courses fulfill their ISLOs)
  3. Santa Barbara City College --  
[http://www.sbccc.edu/prospective/PSLO\\_Assessment\\_Results.pdf](http://www.sbccc.edu/prospective/PSLO_Assessment_Results.pdf) (single report linked here that summarizes available results by program in alphabetical order)
  4. Yuba College-- <http://yc-slo.yccd.edu/> (first page for faculty, staff, and students; check further for how students or prospective students got into the referenced material)
- C. “Transparency in Disclosing PSLOs” Presentation by the ACCJC’s Susan Clifford and Krista Johns at the 2013 Strengthening Student Success conference
1. Evidence of Assessment
    - a) How and when SLOs are assessed

- b) Ongoing, sustainable and integrated into faculty/ staff/ administrative work
    - c) Benchmarks
    - d) Includes evidence of assessment of engagement in academic challenging work and active learning processes
    - e) Results used to assess differences in performances amongst sub-groups
  - 2. Evidence to Improve Student Learning
    - a) Process to implement changes
    - b) Assessment of impact of action plan implementation
- D. Practices We Like from “B” and May Adopt, and Practices that Give Us Pause
  - 1. Palomar’s first two pages—two drop-down menus; simple formatting; FAQs and brief explanations; clear language, not academese; student guide
  - 2. Palomar—comprehensive information provided
  - 3. Yuba— provided options for different audiences but what you found after one click wasn’t too good
  - 4. Los Medanos—to address the shift in campus “culture,” they used simple and straightforward language that is free of academic jargon (such as with the program results); like the big button to gain entry into their results
    - a) Template was very clear and succinct—could place anchors within
    - b) Could embed those questions within our annual program plan and comprehensive program review, such that Tracdat reports are no longer needed
    - c) Reported on the program level—overall what each department is trying to do, not all of the details; annual highlights
    - d) Actions help the departments to stay committed and perhaps to reassess again
  - 5. Keep content simple—expectations, are students achieving it, and does the college care

- IV. ACCJC SLO Regional at Ohlone College on April 11—impressions, takeaways, questions we should consider (Dennis, Lorraine, Rick, Tammy)
  - A. Yes, we were reaccredited, but are we still in the pack? Yes, if not slightly ahead if websites are any indication.
  - B. The presentation by Dr. Marshall, an English Professor, was energizing. Perhaps we should invite him to present at Skyline?

1. Dismissive of WASC, and instead keep the focus on student learning.
  2. Extract from your assessment process what you would still want in place if WASC/ ACCJC someday disappears.
- C. Breakout sessions
1. General sentiment is that we're being asked to do more than the resources available.
    - a) It'd be helpful to have an Assessment Day designated for this work.
    - b) Minimize paperwork/ bureaucracy
      - (1) Cast processes in plain language to make it relevant to instructors.
      - (2) Identify what people are doing that is relevant to this work.
  2. Transparency/ access to external and internal constituents—most are at beginning stages
  3. GE assessment
    - a) Assessment in GE areas looks very promising—related discipline areas, such as area G
    - b) Capstones? ESTM has one. Art department is considering it.
    - c) E-portfolios also have potential.
- V. Reflecting on this past year
- A. Is 1.5 hours enough for our meeting? Are you okay with reviewing materials in advance of our meetings so as to save time? Unanimous yes
  - B. How did the division meetings go with people highlighting assessment results and/or revisions as a result of assessment? (as we recommended to the ILT) -- didn't get a chance to discuss this question in our meeting
- VI. For next year
- A. 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.
  - B. Revise the Balanced Scorecard
  - C. Discuss the Implications of the Citizenship ISLO Assessment Results in a Town Hall
  - D. Analyze the Campus Climate Survey Results

E. Use ARGOS (the district-side database) and perhaps the Data Dashboard...

VII. Please designate the following Monday (generally the 4<sup>th</sup> Mondays of the month), 2-3:30, for SLOAC Steering Committee meeting: August 25, September 22, October 27, November 24, February 2\*, February 23, March 30\*, April 27. The two meetings with an asterisk beside them are not on the usual fourth Mondays. *Please find a replacement if you are not able to continue with us next year and let me know.* Outlook invitations will be forthcoming.

A. Evan Leach will be replacing Rick Hough, but Rick would like to continue being on the e-mail list