AGENDA
October 3, 2014
10:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*

- *Provide students a successful college learning experience*

- *Promote and support student engagement*

- *Cultivate and enhance local partnerships*

- *Attract, retain, and develop excellent employees*

- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. *05-02-2014*
3. Academic Senate – SLO Committee now under IEC
4. SLO Survey
5. TracDat update
6. Measurement of Outcomes
   a. Non-Instructional
7. SLOAC Handbook
   a. www.barstow.edu/outcomes/Resources/SLOAC.Handbook.pdf
8. Other

<table>
<tr><td colspan="12" align="center">October 3, 2014
9:45
LRC Conference Room</td></tr>
</table>

X	Carol Blake	*Faculty (CTE)*	X	Jill Murphy	*Faculty (Hum/SocSci)*	X	Sandi Thomas	*Dean, WED (**Advisory**)*
	Stephen Eaton	*VPAA*	X	Nance Nunes-Gill	*SLO Coordinator*		Sally VanDenBerg	*Faculty (Math/NatSci)*
X	Jose Hernandez	*Service Area Rep.*		Linda Pugliese	*Service Area Rep.*		Carl Yuan	*Dean, RD&P (**Advisory**)*
X	Rich Johnston	*Academic Senate*	X	Jayne Sanchez	*IE Support*			*Admin. Unit Rep.*
X	Gene Low	*Counseling*	X	Penny Shreve	*Dean, Instruction (**Adv.**)*			*Admin. Unit Rep.*

Call to order: *9:45 a.m.*	
1. **Approve Agenda**	**Approve**
Agenda was approved as presented.	
2. **Approve Minutes (5/02/14)**	**Approve**
Minutes were amended to include J. Sanchez as present. Minutes were approved as amended.	
3. **Academic Senate – SLO Committee now under IEC**	**Information/Discussion/Carried Forwar**
SLOAC will now be a sub-committee of the Institutional Effectiveness Committee (IEC). While the outcomes assessment process is still very much faculty driven, it has also now expanded to include the assessment of service area and administrative unit outcomes. The transition of SLOAC from an Academic Senate sub-committee to an IEC sub-committee will better support the college-wide assessment processes. The Academic Senate will retain the right of appointment for the committee chair and the faculty representatives on the committee. Suggestion was made to also change the name to: **S**ervice & **L**earning **O**utcomes **A**ssessment **C**ommittee. This topic will be discussed at upcoming meeting.	
4. **SLOAC Survey**	**Informatio**
The results of the spring 2014 Strategic Planning Process Evaluation survey for SLOAC were reviewed with the committee. Nance reported that a response was submitted to IEC as requested, and included: recommendation for revision of the committee membership to include broader representation; recommendation for members to assign a representative if unable to attend the meetings.	
5. **TracDat Update**	**Informatio**
Jayne reported that course-level SLOs have been entered into TracDat for all courses. In addition, all spring assessment reports have been input, and reports showing the results have been generated. Reports showing all SLOs and the spring assessments for each discipline can be found online, linked from the SLO index page: http://www.barstow.edu/outcomes/SLOs.html The reports from CHLD were shown as examples, and can be found at: http://www.barstow.edu/outcomes/SLOs/CourseSLOs/CHLD.pdf; http://www.barstow.edu/outcomes/SLOs/2014Spring/CHLD.SP14.p	
6. **Measurement of Outcomes: Non-Instructional**	**Discussion/Carried Forwar**
Brief discussion held regarding the measurement of outcomes for non-instructional areas. Committee is awaiting appointment of two additional representatives from administrative units, which will broaden the non-instructional perspective. Members were requested to bring back information regarding current measures used to assess service area and administrative unit outcomes.	
7. **SLOAC Handbook**	**Discussio**
The SLOAC Handbook was reviewed briefly, with discussion regarding how best to update contents. Members were asked to review the handbook more thoroughly prior to the next meeting and to bring back input regarding proposed update.	
8. **Other**	**Discussio**
Dialogue developed regarding clarification of what should be measured when assessing GE programs, and how to determine what defines "success." Discussion held concerning tying outcome assessment methods to criteria for funding from the state and the possibility of matching the two so that efforts were streamlined.	
Adjourn: 10:55 a.m.	

AGENDA
November 7, 2014
10:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*

- *Provide students a successful college learning experience*

- *Promote and support student engagement*

- *Cultivate and enhance local partnerships*

- *Attract, retain, and develop excellent employees*

- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. (10/03/2014)
3. Update on Instruction SLOs
4. Measurement of Outcomes
   a. Non-Instructional
5. SLOAC Handbook
   www.barstow.edu/outcomes/Resources/SLOAC.Handbook.pdf
6. Other

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10:00 a.m.
LRC Conference Room</td></tr>
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	Carol Blake	*Faculty (CTE)*		Jill Murphy	*Faculty (Hum/SocSci)*	Sandi Thomas	*Dean, WED (Advisory)*
	Stephen Eaton	*VPAA*	X	Nance Nunes-Gill	*SLO Coordinator*	X	Sally VanDenBerg	*Faculty (Math/NatSci)*
	Jose Hernandez	*Service Area Rep.*	X	Linda Pugliese	*Service Area Rep.*	X	Carl Yuan	*Dean, RD&P (Advisory)*
X	Rich Johnston	*Academic Senate*	X	Jayne Sanchez	*IE Support*			*Admin. Unit Rep.*
X	Gene Low	*Counseling*	X	Penny Shreve	*Dean, Instruction (Adv.)*			*Admin. Unit Rep.*

Call to order: *10:05 a.m.*

1.	**Approve Agenda**	**Approved**

Agenda was approved as presented.

2.	**Approve Minutes (10/03/2014)**	**Approved**

Minutes were approved as submitted.

3.	**Update on Instructional SLOs**	**Information**

Nance has sent email to the faculty for submission of SLOs for the first nine-week session. She reported that several instructors had submitted their SLO assessment reports prior the email, which is an indication of the good habits being formed and reinforced.

4.	**Measurement of Outcomes: Non-Instructional**	**Discussion**

Discussion held regarding the assessment of outcomes for service areas and administrative units. Many non-instructional program reviews (PRs) do not include the area outcome statements or assessments. Training needs to be provided for the non-instructional areas and the program review leads for development and assessment of area outcomes.

Discussion continued regarding discipline-level instructional outcomes assessment and how that can be developed and reported, for both individual disciplines and for general education (GE). Carl indicated that he could arrange to compile data from disciplines and/or courses that would fall under GE if this information was required.

5.	**SLOAC Handbook**	**Discussion**

The committee discussed the best way to review and revise the existing handbook. Members will each (or in small groups) be assigned of a portion of the handbook and will bring recommendations for revisions back to the committee as a whole. Assignments are:

December meeting: Carl – pages 5-12; Sally – pages 13-23
February meeting: Jill – pages 24-31; Penny – pages 32-46
March meeting: Gene & Rich – pages 47-56
April meeting: Linda, Jayne & Jose will develop a section to address non-instructional outcomes assessment

6.	**Other**	**Information**

- As suggested at the previous meeting, the name of the committee is officially changed to "Service & Learning Outcomes Assessment Committee" to reflect the broader nature of the committee charge.
- Nance advised that she would be attending a conference from Bakersfield College via live streaming: "Effecting Positive Change: Institutional Learning Outcomes" on November 17. She will share the link to conference information with the committee.

Adjourn: 11:00 a.m.

AGENDA
December 5, 2014
10:00 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. 11-07-2014
3. Measurement Outcomes
   a. Non-Instructional
4. "Effective Positive Change" conference
5. ACCJC Standard I.B.6 "Academic Quality and Institutional…"
6. SLOAC Handbook
   a. Carl – pages 5-12, Sally – pages 13-2
   b. Other

Blake	Carol	
Eaton	Stephen	
Hernandez	Jose	
Johnston	Rich	
Low	Gene	
Murphy	Jill	
Nunes-Gill	Nance	
Pugliese	Linda	
Sanchez	Jayne	
Shreve	Penny	
Thomas	Sandi	
VanDenBerg	Sally	
Yuan	Carl	

**December 5, 2014** **10:00 a.m.** **LRC Conference Room**						
X	Carole Blake	*Faculty (CTE)*		Jill Murphy	*Faculty (Hum/SocSci)*	X	Sandi Thomas	*Dean, WED (Advisory)*
	Stephen Eaton	*VPAA*	X	Nance Nunes-Gill	*SLO Coordinator*	X	Sally VanDenBerg	*Faculty (Math/NatSci)*
	Jose Hernandez	*Service Area Rep.*	X	Linda Pugliese	*Service Area Rep.*	X	Carl Yuan	*Dean, RD&P (Advisory)*
X	Rich Johnston	*Academic Senate*	X	Jayne Sanchez	*IE Support*			*Admin. Unit Rep.*
	Gene Low	*Counseling*		Penny Shreve	*Dean, Instruction (Adv.)*			*Admin. Unit Rep.*

**Call to order:** *9:05 a.m.*
1.	**Approve Agenda**	**Approved**
	Agenda was approved as presented.	
2.	**Approve Minutes (11/07/2014)**	**Approved**
	Minutes were approved as submitted.	
3.	**Measurement of Outcomes: Non-Instructional**	**Discussion**
	Some non-instructional units have not yet developed outcome statements to assess effectiveness. Question raised if some units need assistance with the development of outcomes and assessment methods. If so, they should let Nance know so that she can meet with them and offer assistance.	
4.	**"Effecting Positive Change" conference**	**Information**
	Nance recently attended (via web) the Institutional Learning Outcomes (ILO) conference held at Bakersfield College. She shared information from the event with the group, including some of the changes in the new accreditation standards (effective 2016) requiring documentation of data from the assessment of learning outcomes at course, program and institutional levels. It is anticipated that the live-streamed event will be archived for later viewing.	
5.	**ACCJC Standard I.B.6**	**Discussion**
	The committee discussed the requirement in Standard I.B.6 for colleges to "…disaggregate and analyze learning outcomes and achievement for subpopulations of students" and explored options on how to identify the subpopulations. Carl has some ideas about implementation of methods to capture the necessary data without requiring significant additional effort from faculty. There is also a possibility of utilizing BANNER for connection of B# to SLO results.	
6.	**SLOAC Handbook**	**Discussion**
	The committee discussed the handbook revision project and determined it will look at revising the structure as well as the content of the handbook. The intention is to increase document usability while strengthening understanding of the outcomes assessment process. The committee reviewed "Section One: College Implementation Model" of the current handbook, revising language for currency and clarity. The next meeting will begin revision of the "process" section of the handbook.	
	Adjourn: 11:00 a.m.	

AGENDA
January 30, 2015
9:30 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*

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- *Attract, retain, and develop excellent employees*

- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
    a. 12-05-2014
3. Report on Course SLOs – Fall 2014
4. Review Handbook
5. Other

Blake	Carol	
Eaton	Stephen	
Hernandez	Jose	
Johnston	Rich	
Low	Gene	
Murphy	Jill	
Nunes-Gill	Nance	
Pugliese	Linda	
Sanchez	Jayne	
Shreve	Penny	
Thomas	Sandi	
VanDenBerg	Sally	
Yuan	Carl	

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LRC Conference Room</td></tr>
<tr><td></td><td>Carole Blake</td><td>Faculty (CTE)</td><td>X</td><td>Jill Murphy</td><td>Faculty (Hum/SocSci)</td><td></td><td>Sandi Thomas</td><td>Dean, WED (Advisory)</td></tr>
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Call to order: *9:39 a.m.*

1.	**Approve Agenda**	**Approved**

Agenda was approved as presented.

2.	**Approve Minutes (12/0/2014)**	**Approved**

Minutes were approved as submitted.

3.	**SLO Report – Fall 2014**	**Discussion**

Some instructors for both FT/PT didn't submit and the Deans are reaching out to them.

4.	**Handbook Revision**	**Information**

Feedback was that it was confusing for some. It was reviewed and identified that revision was needed. Nance and Jayne worked on a new logo, new verbiage, and connection to TracDat, sustainable continuous quality improvement for student success, no one uses worksheets so they will be removed.

Asked committee for input:

Gene said good for now until more assessments, add bullets underneath of things we wanted to discuss, applying model to different areas – non-instructional – SS vs Admin

Pg. 7 of 56 – Handbook Revisions 12.05 existing handbook cycle

In the new handbook Section 2 to become Section 1? Revise order

Gene votes to use as is for now, wanting more results

Nance – identify for both Instructional and Non-Instructional, de we need to refer to distinctions that set objectives vs. outcomes apart? Separate Course, Program (I) and Department Outcomes (NI)?

Develop / Review Outcomes for Department Level:

- Identify problems
- Develop new processes/procedures based on needs
- Accountability / personal responsibility

Linda suggested that we utilize accommodations to increase student success by preparing students with communication and use of accommodations

Administrative Unit: A department providing operational services and organizational support

Service Area: A department providing **student support services** outside the classroom that are not linked to courses in the catalog or schedule.

- **AUO**: **A**dministrative **U**nit **O**utcome
- **SAO**: **S**ervice **A**rea **O**utcome

Definition:
An **Administrative Unit Outcome** or **Service Area Outcome** (AUO/SAO) is a statement about what a **client** will experience, receive, or understand as a result of a **given service.**

5.	**Procedure for Departments**	**Discussion**

Step 1 – Department Dialogue

- What do you do?

- How do you know you're successful/what would you like to improve?
- How can you measure it?

Step 2 – Three Primary Characteristics of an Outcome:

1. Measurable
2. Manageable
3. Meaningful
   - Does not have to be forever; can be changed

Step 3 – Can change / analyze / reflect

- How can you measure? – Samples 5 to 6
- Rubric

The handbook should describe and provide examples on how these can be measured, and samples of these things for each area (course, program, and department).

Can be collaborative between departments to accomplish goal(s)

6.	**Drop Policy**	**Discussion**

If students who take online course and don't actively participate, drop for "non-attendance"

- Effects on Policy? – Announcement

In syllabi?

Adjourn: 11:30 a.m.

AGENDA
February 20, 2015
9:30 a.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

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- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. 01-30-2015
3. Review Handbook
4. Other

Blake	Carol	
Eaton	Stephen	
Hernandez	Jose	
Johnston	Rich	
Low	Gene	
Murphy	Jill	
Nunes-Gill	Nance	
Pugliese	Linda	
Sanchez	Jayne	
Shreve	Penny	
Thomas	Sandi	
VanDenBerg	Sally	
Yuan	Carl	

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</table>

Call to order: *9:39 a.m.*

1.	**Approve Agenda**	**Approved**
	Agenda was approved as presented.	
2.	**Approve Minutes (01/30/2015)**	**Approved**
	Minutes were approved as submitted.	
3.	**Review Handbook**	**Discussion**
	Jayne shared the typed 5-Step Outcomes Assessment Cycle that had been discussed at the previous meeting.	
4.	**Handbook Revised Structure**	**Information**
	A template was provided for the SLOAC Handbook	
5.	**Other**	**Discussion**
	Linda Pugliese shared the SLOs for Special Programs and Services for: EOPSCARE, CalWorks, and DSPS	
6.	**Breakout**	**Discussion**
	Committee members broke out into groups and reviewed sections to their areas of expertise. This information will be shared at the April 10th meeting.	
	Adjourn: 11:30 a.m.	

AGENDA
April 20, 2015
12:00 p.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

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- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. 2-20-2015
3. SLOAC Survey
4. Review Handbook
   a. Instructional – Course level
   b. Instructional – PLO
   c. Non-Instructional
5. Other

Blake	Carol	
Eaton	Stephen	
Freeland	Megan	
Hernandez	Jose	
Johnston	Rich	
Low	Gene	
Murphy	Jill	
Nunes-Gill	Nance	
Pugliese	Linda	
Sanchez	Jayne	
Shreve	Penny	
Thomas	Sandi	
VanDenBerg	Sally	
Yuan	Carl	

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April 20, 2015
12:00 p.m.
LRC Conference Room

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X	Carole Blake	*Faculty (CTE)*	X	Jill Murphy	*Faculty (Hum/SocSci)*	X	Sandi Thomas	*Dean, WED (Advisory)*
	Stephen Eaton	*VPAA*	X	Nance Nunes-Gill	*SLO Coordinator*		Sally VanDenBerg	*Faculty (Math/NatSci)*
X	Jose Hernandez	*Service Area Rep.*		Linda Pugliese	*Service Area Rep.*		Carl Yuan	*Dean, RD&P (Advisory)*
	Rich Johnston	*Academic Senate*	X	Jayne Sanchez	*IE Support*		Meg Freeland	*Admin. Unit Rep.*
	Gene Low	*Counseling*	X	Penny Shreve	*Dean, Instruction (Adv.)*	X	Melissa Meadows	*Admin. Unit Rep*
X	Paul Courtney	*Faculty (CTE)*						

Call to order: *9:39 a.m.*

1.	**Approve Agenda**	**Approved**

Agenda was approved as presented.

2.	**Approve Minutes (02/20/2015)**	**Approved**

Minutes were approved as submitted.

3.	**SLOAC Survey**	**Discussion**

Reviewed the results, provided recommendations however, the committee wanted to review the actual evaluation prior to submitting an improvement plan on the recommendations. Nance will email out to the committee

4.	**Review Handbook**	**Discussion**

Instructional – Course Level, Instructional – PLO and Non-Instructional. Reviewed and suggestions were made to enhance what groups have been working on. Changes will be brought to the next meeting.

5.	**Other**	**Information**

Core Competency – tabled to the next meeting

Adjourn: 1:00 p.m.

AGENDA
May 1, 2015
10:00 p.m.
LRC Conference Room (L-4)

BCC Strategic Priorities:

- *Foster an innovative learning environment that respects diversity*
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- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve Minutes
   a. 4-20-2015
3. SLOAC Survey
4. Review Handbook
   a. Instructional – Course level
   b. Instructional – PLO
   c. Non-Instructional
5. Core Competency
6. Other

Blake	Carol	
Eaton	Stephen	
Freeland	Megan	
Hernandez	Jose	
Johnston	Rich	
Low	Gene	
Meadows	Melissa	
Murphy	Jill	
Nunes-Gill	Nance	
Pugliese	Linda	
Sanchez	Jayne	
Shreve	Penny	
Thomas	Sandi	
Yuan	Carl	

**May 1, 2015** **10:00 a.m.** **LRC Conference Room**						
	Carole Blake	*Faculty (CTE)*		Jill Murphy	*Faculty (Hum/SocSci)*	Sandi Thomas	*Dean, WED (Advisory)*
	Stephen Eaton	*VPAA*	X	Nance Nunes-Gill	*SLO Coordinator*	Sally VanDenBerg	*Faculty (Math/NatSci)*
	Jose Hernandez	*Service Area Rep.*		Linda Pugliese	*Service Area Rep.*	X Carl Yuan	*Dean, RD&P (Advisory)*
	Rich Johnston	*Academic Senate*	X	Jayne Sanchez	*IE Support*	Meg Freeland	*Admin. Unit Rep.*
	Gene Low	*Counseling*	X	Penny Shreve	*Dean, Instruction (Adv.)*	Melissa Meadows	*Admin. Unit Rep*
	Paul Courtney	*Faculty (CTE)*					
**Call to order:** *9:39 a.m.*						

1.	**Approve Agenda**	**Approved**
	Agenda was approved as presented.	
2.	**Approve Minutes (04/20/2015)**	**Approved**
	Minutes were approved as submitted.	
3.	**SLOAC Survey**	**Discussion**
	The response to the IEC Committee was previously mailed out to the committee to determine if everyone's thoughts were captured accurately. It was agreed that we would submit what had been shared at the previous meeting.	
4.	**Review Handbook**	**Discussion**
	Instructional – Course Level, Instructional – PLO and Non-Instructional. Penny made some English corrections and developed a table for the 3 M's, in addition she lined up the PLO component to compliment the Course Level. Jayne shared that the information developed for the Non-Instructional component was a good place to start as this is the first time for its incorporation into the handbook. This is a working document and can be changed as determined.	
5.	**Other**	**Information**
	Core Competency – it was recommended that perhaps a group of instructors working this summer be asked to form a subcommittee to review and make changes to the CORE Competencies. Penny will the invite instructors and participate on the subcommittee.	
	Adjourn: 11:00 a.m.	