



**AGENDA**  
**November 1, 2017,**  
**11:00 am – 12:00 pm**  
**LRC Conf Room**

**BCC Mission Statement**

*Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career/workforce opportunities, enabling all in the community to thrive in a changing global society.*

**BCC Strategic Priorities:**

- Educational Success
- Marketing and Outreach
- Fiscal Health
- Safety for All
- Campus Culture
- Evidence-based Decision Making
- Diverse and Excellent Workforce

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1. Welcome
2. Approve Agenda
  - a. 11-01-17
3. Approve Minutes
  - a. 05-01-2017
4. Discuss Official Committee Name
5. Discuss SLO "Collection Cycle" and "Collection Process" for Academic and Student Service Areas Global Awareness Core Competency
6. Review proposed job description for Faculty SLO Coordinator position
7. Other Items
8. Adjournment

<b>Botengan</b>	Tim	
<b>Calderon</b>	Christina	
<b>Cunningham</b>	Missy	
<b>Holmes</b>	Lisa	
<b>Jameson-Goodvich</b>	Aleah	
<b>Morse</b>	David	
<b>Murphy</b>	Jill	
<b>Nunes-Gill</b>	Nance	
<b>Nylander</b>	Susan	
<b>Shreve</b>	Penny	
<b>Tainatongo</b>	Jessica	
<b>Thomas</b>	Sandi	
<b>Vasquez</b>	Eduardo	
<b>Warland</b>	Jennifer	
<b>Young</b>	Kim	

# Service & Learning Outcomes Assessment Committee Meeting Minutes



**May 01, 2017**

**12:00 p.m.**

**LRC Conference Room**

<b>X</b>	Tim Botengan	Dean of DE	<b>X</b>	Jill Murphy	Faculty (Basic Skill)	<b>X</b>	Jessica Tainatango	IE Support
<b>X</b>	Christina Calderon	SPS Director		Nance Nunes-Gill	SLO Coordinator	<b>X</b>	Tonia Teresh	Dean of SS&E
<b>X</b>	Melissa Cunningham	Faculty (ADJU)		Susan Nylander	Faculty AS appointee.		Sandi Thomas	Dean, Instr/WED (Adv.)
	Stephen Eaton	VPAA	<b>X</b>	Denise Pasley	Faculty (CTE)		Eduardo Vasquez	Counseling
	Lisa Holmes	Dean of RD&P (Adv.)		Penny Shreve	Dean, Instruction (Adv.)			
	Aleah Jameson-Goodvich	SS Advisor						
<b>Call to order: 12:05 by Jill Murphy</b>								
<b>1.</b>	<b>Approve Agenda</b>						<b>Approved</b>	
	Agenda was approved as presented Moved/seconded: Tonia/Missy. Agenda was approved as presented.							
<b>2.</b>	<b>Approve Minutes (4/3/2017)</b>						<b>Approved</b>	
	Approval of minutes Moved/Seconded: Christina/Missy. Minutes approved. Abstention Tonia & Tim							
<b>3.</b>	<b>SLO Report:</b>						<b>Information/Discussion</b>	
	Reported out that disaggregation at this time will be limited to all programs and not courses.							
<b>4.</b>	<b>PLOs:</b>						<b>Information/Discussion</b>	
	PLOs were reviewed for the following programs: Business Office, CBIS, CHEM, HIST, HR, M&O, TART, and WARE							
<b>5.</b>	<b>Global Awareness Core Competency</b>						<b>Tabled</b>	
	This item was not addressed at the meeting							
<b>6.</b>	<b>BCC Assessment Plan: review/update</b>						<b>Tabled</b>	
	This item was not addressed at the meeting							
<b>Adjourn: 1:00 p.m. Next Meeting: Fall 2017</b>								



**AGENDA**  
**December 4, 2017**  
**12:00 pm – 1:00 pm**  
**LRC Conf Room**

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1. Welcome
2. Approve Agenda
  - a. 12-04-17
3. Approve Minutes
  - a. 11-01-2017
4. Committee membership
5. Meeting day/time (1<sup>st</sup> Monday of each month at noon to 1)
6. Committee Name
7. Discuss Committee Effectiveness Survey Results
8. Discuss SLO "Collection Cycle" and "Collection Process" for Academic and Student Service Areas
9. Other Items
10. Adjournment

Bartholow	Todd	
Botengan	Tim	
Calderon	Christina	
Cunningham	Missy	
Holmes	Lisa	
Jameson-Goodvich	Aleah	
Meadows	Melissa	
Morse	David	
Murphy	Jill	
Nunes-Gill	Nance	
Nylander	Susan	
Shreve	Penny	
Tainatongo	Jessica	
Thomas	Sandi	
Vasquez	Eduardo	
Worland	Jennafer	
Young	Kim	



<p style="text-align: center;"><b>November 01, 2017</b>  <b>11:00 a.m.</b>  <b>LRC Conference Room</b></p>						
	Todd Bartholow	Faculty (CTE)		Melissa Meadows	Interim SS&E	
	Tim Botengan	Dean of DE		David Morse	VP Academic Affairs	
	Christina Calderon	SPS Director		Jill Murphy	Faculty (Basic Skills)	x
x	Missy Cunningham	SLO Co-coordinator		Susan Nylander	Faculty (HUMA/SS)	
x	Lisa Holmes	Dean of RD&P (Adv.)	x	Penny Shreve	Dean, Instruction (Adv.)	
	Aleah Jameson-Goodvich	Student Success Advisor	x	Jessica Tainatango	IE Support	x

<b>Call to order:</b> 11:08 by Missy Cunningham	
<b>1.</b>	<b>Approve Agenda <span style="float: right;">Approved</span></b>
	Agenda was approved as presented Moved/seconded: Jessica/Kim. Agenda was approved as presented.
<b>2.</b>	<b>Approve Minutes (5/1/2017) <span style="float: right;">Approved</span></b>
	Approval of minutes Moved/Seconded: Kim/Jessica. Minutes approved.
<b>3.</b>	<b>Official Committee Name <span style="float: right;">Information/Discussion</span></b>
	Discussed possible changing of name to have less confusion. Discussed whether “assessment” needs to be in the name. Will research other schools to see if they use “assessment” in name. Regardless of whether name is changed, we will need to ensure that there is consistency when referring to the committee.
<b>4.</b>	<b>Discuss SLO “Collection Cycle” and “Collection Process” <span style="float: right;">Information/Discussion</span></b>
	Discussed the different ways we can put the reports on a cycle. Some ideas that came up were the possibility of having all online classes being submitted during one semester and then all live classes the following semester. Also discussed was finding one system where everyone submits their SLO’s and knows where on the cycle they are. Need to start with a clean list of courses and SLOs in creating a possible 2-year schedule. Will research other schools for possible guidance on scheduling SLOs. Until we have a workable schedule, we will stay the status quo with SLO reports.
<b>5.</b>	<b>Review proposed job Description for SLO coordinator position <span style="float: right;">Information/Discussion</span></b>
	Looked over the job description. Discussed suggestion that could be made. These suggestions included combining some of the descriptions where it felt a bit repetitious. Also making sure that “Academic Senate” is capitalized.
<b>6.</b>	<b>Other Items</b>
	No other Items were addressed in this meeting.
<b>Adjourn:</b> 11:51 a.m. <b>Next Meeting:</b> December 4, 2017	



**AGENDA**  
**April 2, 2018**  
**12:00 pm – 1:00 pm**  
**LRC Conf Room**

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1. Welcome
2. Approve Agenda
  - a. 4-02-18
3. Approve Minutes
  - a. 3-06-18
4. Public Comments (*Communication on non-agenda items, limited to 2 minutes per person and 6 minutes per subject*)
5. SLO 2-year schedule discussion/vote
6. Other Items
7. Adjournment

Aboud	Ibrahim	
Bartholow	Todd	
Bento	Gustavo	
Botengan	Tim	
Calderon	Christina	
Cunningham	Missy	
Holmes	Lisa	
Meadows	Melissa	
Morse	David	
Nunes-Gill	Nance	
Shreve	Penny	
Smith	Lauren	
Tainatongo	Jessica	
Thomas	Sandi	
Van Den Berg	Sally	
Vasquez	Eduardo	
Worland	Jennafer	
Young	Kim	



<p style="text-align: center;"><b>March 6, 2018</b>  <b>12:00 p.m.</b>  <b>LRC Conference Room</b></p>							
x	Ibrahim Aboud	Faculty (Basic Skills)	x	Lisa Holmes	Director of RD&P, (Adv)		Sandi Thomas Dean of Instruction, CTE and WED (Adv)
x	Todd Bartholow	Faculty (CTE)	x	Melissa Meadows	Administrative Rep	x	Sally Van Den Berg Faculty (Math/Science/PE)
x	Gustavo Bento	Faculty (HUMA/SS)		David Morse	VP Academic Affairs		Eduardo Vasquez Faculty (Counseling)
x	Tim Botengan	Administrative Rep		Penny Shreve	Dean, Instruction (Adv.)	x	Jennafer Worland SLO Co-coordinator
x	Christina Calderon	Service Area Rep	x	Lauren Smith	Service Area Rep	x	Nance Nunes-Gill AS Pres (Standing Inv)
x	Missy Cunningham	SLO Co-Coordinator	x	Jessica Tainatongo	IE Support Rep		Kim Young Assessment Services Director (Standing Inv)
<b>Call to order:</b> 12:05 by Missy Cunningham							
<b>1.</b>	<b>Approve Agenda</b>						<b>Approved</b>
	Agenda was approved as presented Moved/seconded: Christina/Tim.						
<b>2.</b>	<b>Approve Minutes (12/4/17)</b>						<b>Approved</b>
	Minutes from the 12/4/17 meeting were amended as follows: (1) In Section 3 "Committee Membership," the word "clarification" was amended to "clarify"; (2) In Section 5 "Committee Name," the title "Services Learning Outcome Assessment Committee" was changed to "Service & Learning Outcome Assessment Committee". The minutes were approved as amended. Moved/Seconded: Tim/Jessica.						
<b>3.</b>	<b>Program Review Report Out</b>						<b>Information/Discussion</b>
	Christina discussed changes the Program Review Committee plans to make, including changing the current Program Review form to make the data more accurate and the process more meaningful. The PR Committee would like to have more measurable objectives and conduct more trainings for faculty regarding budget requests. There was also discussion about having web pages for programs. It was agreed that joint meetings between SLOAC and the PR Committee will be needed to make sure everyone is on the same page.						
<b>4.</b>	<b>eLumen</b>						<b>Discussion/Vote</b>
	There was discussion regarding the need for sufficient training if the eLumen program is implemented. SLOAC unanimously approved the adoption of the eLumen program to replace the existing CurricUNET and TracDat programs currently being used by the college.						
<b>5.</b>	<b>SLO 2-Year Schedule</b>						<b>Information/Discussion</b>
	Missy discussed a two-year cycle in which faculty will collect data for all SLOs for half of the courses the first year and all SLOs for the other half of the courses the second year. During the second year, data collected the prior year will be analyzed and an action plan created. That action plan will be implemented the following year and new data will be collected for those courses. She proposes it will be a way to make the data more useful and it will be easier to connect it to the Program Review reports.						
<b>8.</b>	<b>Other Items</b>						
	No other Items were addressed in this meeting.						
<b>Adjourn:</b> 12:53 p.m. <b>Next Meeting:</b> April 2, 2018							