Co-Chairs: Dan Sourbeer, Wendy Nelson, Marty Furch
Present: Terrie Canon, Melinda Carrillo, April Cunningham, Sarah De Simone, Michael Deal, Tess Emminger, Kelly Falcone, Jenny Fererro, Marty Furch, Michael Gilkey, John Harland, Jack Kahn, Sara Krause, Susan Miller, Wendy Nelson, Anastasia Zavodny
Absent: Alan Aquallo, Michelle Barton, Adrian Gonzales, Cheryl Kearse, Michael Mufson, Dan Sourbeer, Brian Stockert
Recorder: Marti Snyder

The meeting was called to order by LOC Co-Chair Marty Furch at 2:05 p.m.

1. **Approve Minutes 11/12/2015**
MSC, Cunningham, Miller to approve the minutes of 12/10/15. All in favor, with one abstention.

2. **Introductions or Announcements**
Anastasia Zavodny from the Economics departments joined LOC and this is her first meeting in attendance.

   Erin Feld and Dillon Emerick will be conducting a Critical Thinking workshop on February 5, 10 a.m. – 12 p.m. in MD 103.

   Marty Furch will be conducting a TracDat workshop on Thursday, Feb 4, in HS 121 at 4 p.m. the workshop is open to all faculty members.

   Marty announced a SLOAC facilitator meeting on February 5, 11 a.m. – 12 p.m.

   April announced a PD workshop for an activity for faculty to do in class to evaluate sources, scheduled on February 18 at 3 p.m. in MD-103

   Wendy announced a local conference workshop titled “Integrating Cultural Competence into SLOs and Assessments” scheduled for April 15 and 16 in San Diego. She will obtain more information at the next Student Success and Equity Council meeting and forward to LOC.

3. **Curriculum Committee Report**
Jenny Fererro announced that Richard Loucks and Cheryl Kearse are working with the State to determine if the replacement program for CurricUNET, Meta, will be up and running by March. If the system is not available by March, the College will wait until next year to adopt the program.

   The Curriculum Committee will be working on streamlining general education courses and looking at University Studies degrees and ADTs that should be offered by the College, as mandated by the State.

4. **GE/ILO Assessments - Quantitative & Digital Literacy**
Wendy mentioned that a workgroup met to look at the results for the Quantitative Literacy assessment and the
team found that different disciplines are in need of support in some areas of quantitative literacy. The workgroup came up with a plan to create quantitative literacy supplements.

John Harland, a member of the workgroup, further discussed the development of Quantitative Literacy (QL) Supplements to address areas of weakness for students. These supplements would assist students with quantitative literacy in a discipline-specific supplementary instruction. There are resources that are currently available online but don’t quite meet the current need of students and faculty.

An advisory team was created to oversee the development of the QL supplements and maintain communication with LOC. There is a need for a lead developer, under the directorship of the QL advisory team who will act as a liaison between the advisory team and faculty in participating disciplines. SPPF funding was secured to pay for development of this project.

Kelly Falcone suggested that we consider embedding the supplements into Blackboard as a platform that will work for all students.

The project will be piloted with the Accounting program during Fall 2016 and LOC will then determine how to move forward.

LOC plans to assess Digital Literacy this semester using NorthStar digital literacy assessment.

Students will be selected for assessment randomly from all courses, not just those mapped to digital literacy.

Faculty will be paid for helping with this assessment.

5. **Written Communication Recommendations**
Wendy presented a review of the recommendation as voiced by the Written Communication workgroup and LOC.

The council and the workgroup have voiced that the assessment needs to be rethought and that Written Communication needs to be assessed again. Now that the assessment is complete and discussion has taken place, the council will need to decide what needs to be done to close the loop.

Council members shared common practices they employ to promote skills in written communication including:

- Offering opportunity for revisions.
- Encouraging student to use the Writing Center.
- Using Grammarly to review the grammar of student work.

Marty asked that all council members consider what the takeaway is from this assessment and bring those ideas back to the next meeting.

Suggestions from the council included:

- Consider the focus of the assessment. Is our focus on faculty or is it on students? We might need to narrow the focus.
Utilize some of the resources that already exist on campus.
Determine if the Basic Skills tool kit is an appropriate resource for action.
Consider the Dashboard template to address all of the action items to provide consistency for students.
(This may be more of an action plan for faculty.)
Use Grammarly, an inexpensive component of Canvas, as a resource.
Provide PD workshops for teaching written communication.

6. **Facilitator Report Feedback**
SLO facilitators have submitted planning tools and summary reports to document SLO assessment information for each department. A group from LOC met to begin to review the reports for consistency and accuracy and to forward recommendations for missing data to facilitators. The group had a productive conversation about SLO assessment.

Feedback from the LOC workgroup will include:
- Entering data in the appropriate fields within TracDat
- Rotating each assessment so they don’t all fall in the same semester
- Updating the next planned assessment in the correct area of Tracdat
- Deactivating courses that aren’t being taught
- Writing SLO assessment plans for all courses, even ones that are not currently being offered
- Wording SLOs distinctly from course objectives
- Updating Program SLOs, and having more than one SLO for programs

There was discussion on the pros and cons of using Google Docs for faculty facilitator feedback.

7. **Guidelines for Facilitators**
The Council discussed the ramifications of assigning part-time faculty and first-year untenured full-time faculty as the SLO facilitator for their department. The council will consider creating a policy or recommendation for departments regarding who can/should serve as the SLO facilitator.

The Council also discussed restructuring the stipend matrix for SLO facilitators to make payment of SLO stipends more equitable.

Meeting adjourned at 3:34 p.m.

**Next Meeting:** February 25, 2016
2:00-3:30 p.m.
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