



**FOOTHILL COLLEGE**  
**Student Learning Outcomes (SLO) Committee**  
**Tuesday, May 10, 2016**  
**Website: [http://foothill.edu/schedule/learning\\_outcomes.php](http://foothill.edu/schedule/learning_outcomes.php)**  
**MEETING MINUTES**

**LOCATION:** Council Chambers (Room 2018)  
**TIME:** 12:30PM – 2:00PM

**MEMBERS PRESENT:**

Carolyn Holcroft, Hilda Francisca, Isaac Ecoto, Fatima Jinnah, Jennifer Sinclair, Katherine Schaefer, & Ruby Sodhi

**A) Review Minutes**

Members approved the meeting minutes and only one change was requested: Add Roseann Berg to that meeting's attendee list.

**B) Program Outcome Update & Discussion**

Hilda discussed the program outcomes for Psychology program. She noted that their discussions revolved around what's useful to disaggregate data, and information needed to work on SLOs and data collection. Members discussed the possibility of a 4<sup>th</sup> department to work on the SLO data collection.

**C) Cultural Competence Workshop Report**

Jennifer will send out “blurbs” from the cultural competency workshop to the college community. There was discussion around capturing the key points and essence of each workshop to help the college stakeholders understand the importance of building cultural competence in developing and measuring SLOs for Foothill College students.

**D) SLO Handbook**

Katherine and Jennifer provided a draft outline and copy of the Table of Contents (ToC) for the SLO Handbook (see appendix A). Katherine noted that the handbook should be user-friendly to faculty and staff and should be seen as a helpful tool to emphasize the key areas identified in the ToC. The proposed ToC includes:

- Chapter 1: Big Picture Factors
- Chapter 2: Rules and Dates
- Chapter 3: Tools for Collaboration
- Chapter 4: Tools for Assessment
- Chapter 5: Integrating Cultural Competence
- Chapter 6: Using TracDat
- Chapter 7: Professional Development – Our Best
- Chapter 8: Frequently Asked Questions.

Katherine and Jennifer emphasized the “we” factor in building and using the SLO handbook. Members discussed the possibility of SLO rules and benchmarks that should be added in the handbook. Carolyn will share with the committee a document regarding this based on ACCJC expectations for SLOs. Members also discussed the level of general awareness among the college community about the 3-year assessment cycle for SLOs. Everyone agreed that adding some form of a timeline to the handbook would help college stakeholders better understand when the SLO cycles begin and end. There was further

discussion around having a structure to the handbook for all faculty members, full and part-time. Members also discussed the importance of building collaboration (chapter 3) for SLOs among faculty in developing cross discipline pollination of SLOs; bringing the students' voice in SLOs; and perhaps using something similar to a norming session for building discussions around SLOs among faculty. Fatima noted that the SLO handbook should bring clarity on the connections among the program SLOs, service area SLOs, and institutional learning outcomes (ILOs). She added that such clarity should help identify whether Student Services support or improve SLOs. Jennifer and Ruby will work on a flowchart to identify key alignments between the ILOs, SLOs, and service area SLOs. Examples of SLOs for each area will be added to the handbook to provide further clarity in this area.

**E) Professional Development for College**

Jennifer noted the importance of bringing the SLO discussion in the Professional Development activities. She emphasized the need to align the SLOs with institution-wide practices. She shared with the members that the Professional Development Committee is open to ideas on activities for SLOs on Opening Day. Members discussed possible ideas for topic/speakers for the event. Members will discuss this further at the next meeting.

**I) Update Job Posting for SLO Coordinators**

Jennifer shared a copy of the job description of SLO coordinators with the members (see appendix B). She will send out an email soon requesting members to review the current job description and identify key areas that are working and/or need improvement.

**J) Communication Channels and Information Overload Discuss with New President? Integrate with Opening Day Message/Vision**

Carolyn shared with the members that any formal discussions with the new President should begin July 1, 2016. Members will plan to meet with the new President as soon as possible to address these points.

**K) Faculty Concerns: TracDat "Target" Need for Stability and Consistency Regardless of Accrediting Agency**

Jennifer shared faculty concerns with the use of "target" for data collection. Members discussed the need for stability and consistency in collecting useful data and the currently used forms of data to determine student performance and outcomes.

Announcement:  
**Faculty and Staff Opportunities Available  
Student Learning Outcomes and Assessment Cycle (SLOAC)  
Coordinators**

Are you interested in serving as one of the Student Learning Outcomes and Assessment Cycle (SLOAC) Co-Coordinators? The Office of Instruction is looking for seven\* SLOAC Coordinators who will each serve a winter and spring quarter term for a stipend of \$1,000 per quarter. The Coordinators are responsible for the following activities:

- Working closely with the Planning and Resource Council, Academic Senate, Classified Senate, Curriculum Committee, and the Office of Instruction and Institutional Research on the continuing progress of the Assessment, Reflection, and Improvement cycle
- Ongoing review of procedures and processes for Learning Outcomes (CL-SLOs, PL-SLOs, SA-SLOs, AU-SLOs) and Continuous Quality Improvement.
- Developing and presenting training and support for faculty and staff in relation to TracDat software, Resource Allocation and Program Review.
- Attending division meetings, and/or division curriculum meetings annually (with additional visits upon request), to provide training and updates regarding SLOs.
- Meeting quarterly with other SLOAC Coordinators to plan and report out on progress and projects.
- Helping to plan professional development opportunities for faculty interested in using SLOAC to strengthen teaching and learning at Foothill.
- Attending workshops and working closely with the Accreditation Commission for Community and Junior Colleges (ACCJC) Standards to ensure compliance, including contributing as authors of the required ACCJC reports, as well as any other required documentation related to SLOs for accreditation.
- Other duties appropriate to the SLOAC process, including attending appropriate conferences as needed.

The positions will begin in Fall of 2015 and run through Spring 2016.

The Student Learning Outcomes and Assessment Cycle Coordinators will be selected by the Vice President of Instruction with the consultation of the Academic Senate.

\* The seven positions will be comprised of six instructional division positions and one service area coordinator position. The instructional division positions require a full-time faculty contract.

If you would like to apply, please submit a letter indicating your interest and what skills/qualifications you would bring to the position.

**Letters of interest are due to Vice President of Instruction Kimberlee Messina by June 15, 2015**