Call to Order: The meeting was called to order at 3:15.

Action/Discussion/Information Items

1. Review of Minutes from October 14 and 28, 2013

The 10.14.13 and 10.28.13 minutes were approved as written.

2. Discussion about 11/22 Workshop

Kathy informed the committee that 48 instructors attended the Main Campus Assessment Workshop and that 10 instructors attended the Alisal Campus Assessment Workshop. She mentioned that lots of questions were raised during the workshop. Some of them were questions related to class syllabi. The Committee discussed how to provide guidance to both full-time and adjunct faculty regarding the content of syllabi. They reviewed the Rethinking Your Syllabus Rubric and approved a motion that it be sent to all faculty as a guideline. The Committee also made a motion to send this rubric to the Academic Senate and to recommend that the Senate develop a syllabus template that would have consistent language, such as the Emergency Preparedness (AlertU) statement developed by Ron Waddy and already approved by the Senate. Carol Kimbrough will ask Senate to add this item in their agenda.
Members of the Committee discussed that there is not a defined process regarding how faculty will revise SLOs. When SLOs were first required, they did not have to be included on the syllabi or on the web site; since that has changed, there needs to be a more structured approach to SLO development and revision. The Committee also felt that the use of eLumen as a repository for SLOs will likely result in a revision of SLO processes. The Committee also discussed that SLO competence should be assessed during interviews of new faculty. (Some members of the Committee who served in hiring committees this year mentioned that questions related to SLOs were asked during the interviews.

The Committee also discussed the number of redundancies in the extraction of SLOs from CurricUNET to construct the SLO worksheet and word documents housed in the R drive. She informed the committee that her office will be working on cleaning up those documents to ensure there is a match with what is in course coversheets in CurricUNET.

Kathy informed the Committee that her office is working on developing a survey for workshop participants/attendees. The purpose of this survey is to evaluate content of the workshop. The Committee reviewed a draft survey and recommended some changes. Maria will create a Google document (survey) and send it to faculty by tomorrow.

III. SLO Committee/PPA Committee – Now the Outcomes and Assessment Committee!
Not covered.

IV. Core Competency Assessment
a. The next one – Communication and Information Competency using Turnitin
   1. Thoughts? Can this be done? Kelly Locke
   2. Turnitin as a mechanism for closing the loop
   3. Can we use data from last year as a baseline comparing data from Turnitin to the scoring exercise from 2009 and then again to data for the current year?
   b. Survey for graduates
      Not covered.

5. Adjournment

The meeting concluded at 5:00 p.m.

Respectfully submitted,
Maria De Leon