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|  | Fall 2024 SLOA Committee Meeting Agenda  Friday-February 2nd, 2024-Noon- 1:00 PM (Room 904) Meeting called by George Bonnand, Chair Members: Kaitlin Kroupa; Caleb Petrie; Toni Nielson; George Bonnand; Deanna Smedley  Matthew Tribbe; Wendy Perez; Alix Plum; Michael Mueller; Anna Shyrokova; Phat Truong; Karin Pavelek; Jillian Capul  Resources: José Ramón Núñez; Daniel Berumen |
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**Agenda Items**

Assignment of Meeting Minutes Scribe

Approval of Agenda for today’s meeting (See below)-

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| **Topics** | Supporting Document Filename | Bring Copy |
| 1. Review and approval of proposed agenda for today (2-2-24). (see attachment) |  | No |
| 1. Review and approval of previous meeting minutes on 12-1-23 (see attachment) |  | No |
| 1. Assignment of Meeting Minutes Scribe |  | No |
| 1. Review and comments on how to “Complete and Load Assessments” -- problem and issues |  | No |
| 1. Refreshing data-Comments or discussion |  | Yes as necessary |
| 1. Updating website-need help to review website. |  | Yes as necessary |
| 1. Other-Issues, problems, reports. |  | Yes as necessary |
| 1. Open training session on Elumen-After meeting. |  | Yes as necessary |

Meeting Minutes for the 2-2-24 SLOAC meeting held in room 904 in building 900 at noon.

The following link is an audio recording of the meeting session:

<https://fullcoll-edu.zoom.us/rec/share/UoOf6WduehxZYIOQwwlMmPCuK5b8yB4r7UUNtldh_a1cNAECnhoV3lR93D4net2n.NYpfsqwN0lFq9MPx>

The following is a very brief summary of the minutes for the in-person SLOA meeting on 2-2-24 (meeting minutes taken and written by George Bonnand).

Meeting came to order at approximately 12:09 PM.

Present for meeting: Kaitlin Kroupa, George Bonnand, Deanna Smedley, Alix Plum, Matt Tribbe, Michael Mueller, Karin Pavelek, Toni Neilson, Wendy Perez, and Jillian Capul

Missing from the meeting: Caleb Petrie, Anna Shyrokova, and Phat Truong,

Agenda items 1 and 2

Meeting agenda for 2-2-24 and meeting minutes for 12-1-23 were approved by the committee.

Agenda item 3

Assignment of Meeting Minutes Scribe-George Bonnand stated he would record the meeting via zoom. In the 10-6-23 meeting it was agreed by all members that a recording would be OK to do.

Agenda item 4

A general discussion around the new My Gateway website/webpage between members ensued. George Bonnand stated that he had developed a PowerPoint presentation to show faculty how to navigate around to the Elumen PROD website. The PowerPoint presentation was shared with the faculty committee members during the meeting.

A good discussion around the Elumen program/website and the new page improvements that have been made occurred during meeting. (3:22) Generally speaking most faculty like the “inbox” view and it seems to increase CSLO completion. During the presentation the following areas were covered and discuss:

* Navigation to MyGateway
* Navigation to the Elumen PROD site
* Inbox navigation to find Scorecard
* Completing the assessments in the “To Do” list which is in the “Inbox”
* Navigation back to other SLOs
* Viewing completed assessments
* How to “Find” assessments for a course should the SLO not show up in the “To Do” List.
* How to load the assessments for a course and the naming of CSLOs assessments
* Using assessment scales (2 level as opposed to 3, 4, or 5 level assessments)
* Doing the “Reflections” once the scorecard assessment is complete.
* How to use the “Proxy” function as a Department Coordinator
* Developing new SLOs and understanding what a Student Learning Outcome is as opposed to what a Student Learning Objective is.

Many questions were asked by various faculty during the presentation for clarification which lead the discussion to Curriculum and how to verify current CSLOs. (23:57)

SLOAC members will be receiving a copy of this presentation along with the meeting minutes for this month.

Agenda item 5

George Bonnand stated that he will be requesting a data refresh of the TEST site next week so that data can be refreshed in the PROD site. (24:08) The process for refreshing data was discuss with the District IT folks at the end of last semester. It was agreed that Elumen would refresh the TEST site with the data from PROD site. Once that is complete the District IT folks would take the TEST site data and refresh that data with the banner data (for the current semester) and then move it into the PROD site once it is verified by the SLOA coordinator.

A brief overview of the Elumen website and how to complete assessments and assign assessments was given by George Bonnand (25:55). An overview of using the “Proxy” function as a Department Coordinator was shown. A spirited discussion around Reflections ensued among SLOA faculty. Some members were confused about using the “Save” function as opposed to using the “Save and go to Reflections” function. It was noted that some faculty do not do reflections all the time or do not do reflections for all courses they teach. Note: We as SLOA committee members must encourage our faculty to put in Reflections whenever possible so that we can close the loop in the assessment process. Faculty who wish to share their reflections with other faculty members is highly recommended so that improvements in teaching/assessing courses can be made by the faculty hence benefiting the student. (37:09) It is our responsibility as faculty to look at the end game for students which is “jobs”.

Agenda item 6

(42:51) George Bonnand asked SLOA committee members for help in updating the SLO website. The website is in need of updating. In the past George Bonnand was given access to using the “Word Press” program to edit the website however as of the last 2 years this access has been taken away hence the website is dated. Jazmin Zuniga from the communication department has agreed to help us with the update of the SLOA website. (45:21) Several members had a discussion around what the website should do and what it should say. Recommendations by the SLOA coordinate were made as to what could be done and how it could be improved. (51:07) Examples of the outdated pages in the website were shown to the SLOA members. (53:32) George Bonnand asked members to take one page from the website and come up with recommendations for improvement at the next meeting (3-1-24). One possible way to do this would be to do a screen print of the page and then print it out with the recommendations clearly given.

Deanna Smedley stated that she is on a committee which is looking at committee reassign time. She stated that it might be a good idea to have something in writing which states what committee members do exactly. George Bonnand stated that he should have some information on what committee member duties are. This will be forwarded to members. A discussion regarding this ensued among committee members.

Meeting was adjourned at approximately 1:06 PM.

Action Items:

* Email document of “Duties of SLOA Division Coordinators” (reference document)
* Email document of “Elumen Program Coordinator” (reference document)
* Updated SLOAC Member list (please review and let me know if there are any changes)
* SLOAC members are to come up with updates for SLOA website pages -Due date 4-5-24