**Taft College**

**Student Learning Outcomes Assessment Steering Committee**

**MINUTES**

Monday August 19, 2024

1:10 pm – 2:00 pm

S-11

**Call to Order:** Bledsoe, 1:10 pm

**Attendees:** Paul Blake, Adam Bledsoe, Terri Smith, Lori Travis, Vicki Jacobi (guest)

**Absent:** Kamala Carlson

**Public Commentary:** None

**Information Items**

1. Introduction of Committee Members
* A. Bledsoe introduced himself as the new SLO Coordinator and chair of Student Learning Outcomes Assessment Steering Committee (SLOASC).
* P. Blake, T. Smith and L. Travis shared their previous experience serving on SLOASC.
* V. Jacobi introduced herself as a guest.

**Action Items**

1. 2024/2025 Meeting Schedule
* Committee approved lunch meetings to be held 2nd Monday of the month from 12:10-1:00 pm, pending K. Carlson’s availability.
1. Review/Evaluate the Committee Charter
* Committee reviewed existing charter and noted the need for the following changes:
	+ Add that agenda and minutes will be kept
	+ Specify that the SLO Coordinator will serve as the SLOASC chair
	+ Establish quorum as simple majority of voting membership
	+ Voting members will be those designated by the Academic Senate
	+ Note that SLOASC is a subcommittee of the Academic Senate under Relationship With Other Committees
	+ Specify that SLOASC reviews and then recommends either approval or edits to all SLOs
* A. Bledsoe will make edits to charter and bring it back to next meeting for approval.

**Old Business**

* None

**New Business**

* None

**Discussion Items**

1. SLO Approval Process
* Committee discussed the merits of eliminating existing forms.
1. Forms
* Committee agreed it would be more efficient for faculty to submit COR that includes SLOs and examples of assessment on the COR. No other forms will be necessary.
* Faculty should use bold and strikethrough on the COR so changes can be tracked.

1. Insights/Canvas
* Vendor is still eLumen.
* Designed for use in Canvas.
* Will allow faculty to assess SLOs in Canvas as they are grading assignments.
* Will not cost the district extra money. Terms of the existing eLumen contract will transfer to Insights.
* Plan is to demo to faculty during in-service. Begin training and installation in Fall 24, pilot in Spring 25 and then fully implement in Fall 25.
1. Committee Goals for 2024-2025
* Successfully transition to Insights.

**Other**

* None

**Adjournment:** 2:00 pm

**Next Meeting:** Pending