**Taft College**

**Student Learning Outcomes Assessment Steering Committee**

**MINUTES**

Monday September 16, 2024

12:10 pm – 1:00 pm

Cafeteria Conference Room

**Call to Order:** 12:11 pm

**Attendees:** Paul Blake, Adam Bledsoe, Kamala Carlson, Becky Roth, Terri Smith, Lori Travis

**Absent:** None

**Public Commentary:** None

**Action Items**

1. Approval of August 19, 2024, Minutes
* Correct spelling of Terri Smith’s name.
* Minutes approved by unanimous consent with noted correction.
1. Review/Evaluate the Committee Charter
* A. Bledsoe presents updated charter with changes that were suggested in August meeting.
* For further clarity the committee suggests adding simple majority equals 50% plus one.
* The committee discussed that the chart of curriculum process found at the end of the charter goes beyond the scope of the committee and should be kept as a reference document but removed from the charter.
* T. Smith moves to accept charter with suggested changes. K. Carlson seconded the motion.
	+ Motion carries unanimously.

**Information Items**

1. Insights Updates
* A. Bledsoe shared Organization Structure that is being created to capture Taft College programs in Insights. He stated the same information was also shared the previous week at the Division Chairs meeting.
	+ The committee suggested to move forward with adding Non-Instructional programs even if Instructional programs will be the focus.
	+ The committee suggested differentiating between Associate of Arts and Associate of Arts for Transfer degrees.
* Corse code pattern was shared to document courses numbered 0-999 represent remedial courses and courses numbered 1000-3999 represent undergraduate courses.
	+ The committee noted that we currently do not have remedial courses.
* A six-point mastery level was shared (Exceeds Mastery, Mastery, Near Mastery, Partial Mastery, Not Mastered and Not Applicable). It was noted that once this Mastery Level is set, these values cannot be changed without the loss of data coherence on assessments.
* The committee discussed the difference between the six-point and four-point system we currently use (Exceeds, Meets, Does Not Meet, Not Applicable).
	+ The committee determined a five-point scale (Exceeds Mastery, Mastery, Partial Mastery, Not Mastered and Not Applicable) would better meet the needs of our faculty.

**Old Business**

* None

**New Business**

1. DNTL 1511
* Motion by K. Carlson to send SLOs forward to Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.
1. DNTL 1512
* Motion by K. Carlson to return to faculty with a recommendation of adding additional language to the 1st and 3rd SLOs that will move the outcome of “identify” to a higher level of Bloom’s Taxonomy. After receiving a response from the faculty member, the SLOs can then be forwarded to the Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

1. DNTL 2130
* Motion by K. Carlson to return to faculty with a recommendation of adding additional language to the 2nd SLO that will move the outcome of “examine” to a higher level of Bloom’s Taxonomy. After receiving a response from the faculty member, the SLOs can then be forwarded to the Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

1. DNTL 2133
* Motion by K. Carlson to return to faculty with a recommendation of adding additional language to the 1st SLO that will move the outcome of “identify” to a higher level of Bloom’s Taxonomy. Or possibly just combine the 1st and 2nd SLOs into a singular outcome. After receiving a response from the faculty member, the SLOs can then be forwarded to the Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

1. DNTL 2135
* Motion by K. Carlson to send SLOs forward to Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

1. DNTL 2242
* Motion by K. Carlson to send SLOs forward to Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

1. DNTL 2244
* Motion by K. Carlson to send SLOs forward to Curriculum Committee with a recommendation of approval. B. Roth seconded the motion.
	+ Motion passed unanimously.

**Discussion Items**

1. 2024-2025 Comprehensive Program Review – Curriculum Table
* The committee reviewed the Curriculum Table document and determined it is not necessary to keep it as part of the Comprehensive Review process.

**Other**

* None

**Adjournment:** 1:03 pm

**Next Meeting:** October 14, 12:10 – 1:00 in Cafeteria Conference Room