

Academic Senate

Open Meeting

Monday, September 12, 2005 * 3:00-5:00 * Room 1119

MINUTES

Executive Committee members present					
x	Cathy Anderson	x	Toby Bodeen	x	Carolyn Borg
	Dave Bush	x	Candace Byrne	x	Stephen Concklin
x	Kendall Crenshaw	x	Jeff Cummings (N/V)	x	Divan Fard
x	Kevin Fox	x	Karen Henderson		Pamela Hanford
x	April Howell	x	Gary Lewis (N/V)	x	Sue Loring (N/V)
x	Warren Lytle	x	Ron Marley	x	Susan Meacham
x	Frank Nigro		Alan Spivey		Chuck Spotts
x	Maureen Stephens	x	Terry Turner	x	Laura Valvatne

x	Andrea Williams		Dave Wright (N/V)		
Other faculty present					
x	Lemoine Waite	x	Lenore Frigo		
Guests present					
x	Doug Meline	x	Gary Houser	x	Scott Gordon
x	Brian Spillane				

1. Call to Order: Meeting was called to order at 3:00.

2. Approval of Minutes –08/22/05 (1 Attachment): Warren Lytle moved approval. Terry Turner seconded. The following sentences – “*Title V also allows a student to re-take a class twice. In such cases, for impacted programs, can the final grade be used for admission into that program?*” – were replaced with this: “*Title V also allows students to retake a class if they don’t pass the first time. Students who do not pass the second time are not allowed to take the class again unless they appeal to Scholastic Standards. If the appeal is approved, their grade cannot be computed in their GPA.*” Also, the spelling of Maureen Stephens’s name was corrected. The motion carried unanimously with these changes.

3. Reports

a. Update on memo from Scholastic Standards Committee – Gary: Gary Lewis reported that he had consulted with the school’s counsel on issues raised at the last meeting.

b. Terry Turner presented Lemoine Waite with her Excellent Educator Award plaque, saying many kind and accurate things about Lemoine in the process.

c. Sue Loring reported that we will not be implementing the progress reports this year because another school has developed a software that may be of use to us,

and we want to have a chance to evaluate it. Kevin Fox will be involved with the evaluation.

4. Discussion/Action Items

a. Mentor (No Attachment): *It is being proposed that Leo Fong replace Terry Turner as the mentor for Ann Sittig.*

Cathy Anderson proposed this change but did not give any details. Warren moved to approve the change; Andrea Williams seconded the motion. The motion carried unanimously.

b. SLOs (Attachments coming via email Monday at noon): *We're really starting this time ☺!*

Cathy began by having us review/approve two documents available to us through the I-drive. The first was the Institutional SLOs (ISLOs) sheet. A committee has been working on this for a year. Numerous changes have been made in the last few weeks. Cathy's happy with it, and College Council has given their input.

In determining the ISLOs, the committee first began by looking at the school's mission and then moved on to determine what "success" means for the school. They broke what they came up with up into four main groupings.

The Senate reviewed this document and suggested adding something about "creativity" goal 1, "Life and professional skills."

One version of this document had the sentence "*To support our students in achieving success, Shasta College has determined that a student who earns a degree or occupational certificate will demonstrate.*" This version will be used just for ISLOs dealing with degrees and certificates; the first version will be part of Board Policy and will satisfy Board requirements.

The last sentence was revised to read, "*The district shall direct its efforts in order to create and maintain a social and physical environment that supports these Institutional Student Learning Outcomes.*"

"Global Consciousness" was changed to read "*Community and Global Consciousness.*"

Cathy thinks that more changes will be made down the road. Andrea Williams moved that we recommend these two documents as Board Policy. Kevin Fox seconded. In the ensuing discussion, the word "Institutional" was added to the title to make it more encompassing. The motion carried unanimously.

Cathy then moved on to the chart on SLOs for AS and AA degrees. This showed all the degree/certificate programs, what file names the form should be saved under, who's in charge, etc. She showed us how to fill out an ISLO Matrix Form for a given program using Equipment Operations and Maintenance as an example. She explained how every degree and certificate will have to cover all four of the ISLOs at least once. If the SLOs fail to cover even one of the ISLOs, a new SLO must be determined that will. We can come up with as many of the SLOs as we need to as long as they touch upon all four categories. Cathy then saved this according to the name indicated on the degrees chart. Degrees and certificates should focus on "capstone" skills, which are skills that we would use to "sell" our degree or certificate to someone.

She then moved onto the SLO Form and began to complete it. There were additional questions here, explaining things like when the assessment will be done and how. It's supposed to be descriptive enough so that another instructor can come in and do it. Next, there was a section where we list the criteria for determining student success. She noted that the student's grade should not be affected by success. The measure of success is only an internal, formative measure meant to improve our ability to deliver outcomes. Finally, we state the rate for institutional success as a percentage. Cathy again showed how we could consult the degrees chart for the proper name to save this form under. Everything gets saved to the I-drive for now.

When the school statistician goes to measure how students did on the SLOs, they just have to look at success and failure. Doug Meline was at this meeting to sit in, listen, and think about how we'll eventually input all this information. He may decide to do it through WebAdvisor. Eventually, too, we'll need to have a Technical Review Committee of some sort of SLOs.

Instructions for filling out the forms are under the "Instructions" folder. Cathy showed us how to access these.

For an individual course, we'll open up a matrix form and go from there. Cathy did one using Math 4A as an example. For courses, you only have to hit one of the four ISLOs, not all four. So, it's okay if they all fall under one. Cathy has a list of "measurable verbs" that we can use, as well as verbs to avoid.

Only one or two classes will be done at a time, and they must be done as a group by the faculty.

The course objectives for individual courses are the SLOs. We are to cut and paste these into the form.

The matrix form will become part of the curriculum process for new courses.

We will be doing degrees and certificates this semester. Cathy sounded out the committee about doing the individual courses now. Do we want to do this?

It was decided to do the degrees and certificates by the end of the semester so that we can begin measuring them next semester. We'll start training our faculty on how to do the forms right away and do as many as we can. Cathy will let us know who to submit these to once her committee comes up with a plan for a technical review committee. She stressed that we should keep back ups of whatever we save to the I-drive.

Lenore Frigo will be posting some sample SLOs for sample courses.

5. Other: none.

6. Adjournment: Meeting was adjourned at 5:00 p.m.

7. Next Meeting: 3:00 pm, September 26 in Room 1119