

Meeting Minutes – Draft

Present: *Pedro Leite, Lisa Stoothoff, Mary Pflanz, Jennifer Bales, Joe Multhauf, Casey Rooman Smith, Yvonne Telep, Sandra Tapp, Ana Valdez, Juan Rangel, Jane Ballagh de Tovar, Laura McKnight, Melissa Lenos*

Regrets: *Gayle Lee*

Mary Pflanz called the meeting to order at 1:03pm. Mary offered the Opening Prayer.

Casey Rooman Smith moved to approve the agenda; Joe Multhauf seconded the motion. The agenda was approved with a voice vote.

This was the first meeting of SLOC; no past meeting minutes needed to be approved.

The revised committee charter was reviewed. The main purpose of this committee is to help educate and provide leadership for our assessment of the student learning process at Donnelly College. Mary Pflanz was appointed chairperson by the Dean of the College; the charter should reflect this appointment (currently listed as elected). Other changes included changing the language to reflect that we are meeting every two weeks (remove meets for two-hours every two-weeks), adding the DC Grant Writer as an ex-officio member of the committee and noting that Faculty Senate should also appoint an alternate faculty member if a faculty member cannot attend. Casey will make these changes and send to Mary for review. She will then send out to the committee for a vote view email to approve.

Pedro Leite shared a suggested draft of the Assessment Handbook. There are several areas in the Program Learning Outcomes that are blank and need to be completed. There is not a set number of Program Learning Outcomes that need to be listed; each program should create what makes sense to their program. The Assessment Handbook needs to be sent to HLC prior to September 15th. This will be the main document to follow when we are doing program reviews or referring to our Program Outcomes. We are not going to assess our programs every year (as we have in past years) but instead chose a few then assess 1-2 outcomes. A timeline will need to be completed that details the goals and action items for the committee.

The Assessment Plan Template was shared with the committee members. Mary and Yvonne presented a completed template for the Tutoring Center so everyone could see what the final product would look like. It was suggested that a budget/program request section be added to the template to help “close the loop” and show next steps needed.

Jennifer Bales will be emailing the committee members the current data dictionary with glossary. This document provides a standard set of definitions that everyone should refer to. She will also be providing historical data (official enrollment numbers, etc.) for reference purposes as well. These items will also be placed on the DC website.

Lisa Stoothoff presented the new syllabus template that all programs will be moving too. The DC Learning Outcomes were slightly reworded but are basically the same. New to the syllabi is listing the Program Learning Outcomes and Course Learning Outcomes along with the chart that details everything. The template will be published on the website soon and workshop sessions will be scheduled to educate the faculty in updating their current syllabi.

The meeting was adjourned at 2:20pm.

Next Meeting: Friday, September 8th, 1:00-2:00pm, Event Center