

LOCATION: Administration Building / President's Conference Room (1901)
TIME: 12:30PM – 2:00PM

ITEM	TOPIC
1	Discussion of Committee Charge
2	Proposed Membership + Committee Chairs
3	Moving Forward + Future Discussions

PRESENT: Barbara Shewfelt, Katherine Schaefer, Elaine Kuo, Jennifer Sinclair, Isaac Escoto, Andrew LaManque, Stephanie Tran, Bernie Day, Carolyn Holcroft, Justin Schultz

(1) DISCUSSION OF COMMITTEE CHARGE

Jennifer Sinclair noted that she would like the SLO process to be more about reflective improvement. As of right now, many in the PSME division feel it is just extra work and does not help the faculty impact student success. She likes the idea of having SLO representation at the division-level and welcomes feedback and thoughts from other folks. Barbara Shewfelt echoed Jennifer's statement – faculty in Kinesiology & Athletics want the process to be more outcome-oriented and less task-oriented. She also requested additional TracDat training, specifically with 4-column reports.

Elaine Kuo requested clarification if the focus of the committee is on the curricular SLOs, as the current membership of the committee is very faculty/instruction heavy –

The timeline for SLO reflections was also clarified – everything should be considered within a 3-year cycle. If an individual department would like to assess their SLOs more frequently, that is fine, but by the time a comprehensive program review comes around, that department should have reflections for every SLO for every course that is taught (within that 3 year cycle).

(2) PROPOSED MEMBERSHIP + COMMITTEE CHAIRS

The logistics of running and chairing the committee were discussed. A reminder was given to those present of the traditional tri-chair leadership structure used by many of committees, specifically that the tri-chairs lead the discussions and track key information to present back to the Senates and PaRC; these tri-chairs must also present the concerns of the constituent groups they represent.

A desire was expressed to have additional classified staff representation on the committee, even though this committee is a formation of the Academic Senate. (the committee charge came out of Academic Senate). It was also noted that there is a lack of representation from the Fine Arts & Communication instructional division. It was