**Summary Notes 3-17-2014 Meeting**

We’ve set up a new website for our working group where we can post documents; see immediately below,

**Courses:**

We will use the xls file updated by PRIE as our database for tracking SLO’s. Sandra will share it with the deans on Tuesday 3/18 to verify, along with the list of courses to be banked and those needing SLO assessment. (Milla has subsequently emailed files to Sandra.)

Also needing followup are the discrepancies that David has identified in CurricuNET (between the PRIE file and CurricuNET). David has complied a list and also emailed a list to Sandra for distribution to the deans. A couple of classes need followup with Ada.

We discussed the prospect of PRIE assisting in tracking SLO’s in COI, CurricuNET and Tracdat. We need to explore the feasibility of this. Sandra’s office will set up a meeting.

**Program SLO’s**

David will run some sample department Tracdat reports of GE SLO’s tracked to course SLO’s for discussion in the working group. We will need to create some easy-to-use map for departments to make the linkages.

We will wait until next week (after discussion on 3/34) to distribute to the deans the Program SLO’s status reports xlxs file. We noted that it appeared incomplete for Accounting, so the deans will need to verify whether we have include all the appropriate programs and whether there are other gaps. We agree that it should include both types of certificates as well as degrees.

**SLO Program Assessment**

We agreed on a number of items:

**Note: We need to identify how/when we will follow-up on this. All PRIE tasks (?) To do.**

1. For purposes of the reports (on survey results), they will be annual reports. A year will be comprised of Fall, Spring +Summer. The first report could include the initial pilot summer: summer,+ fall+, spring+, summer.
2. Reports need to indicate some narrative examination of a context for the survey data. We have to assume people don’t understand what the survey is reporting…
3. Report needs to indicate on how many individuals applied and received an email invitation and how many of that group responded.
4. We also need to include the group of “passive” award recipients who receive certificates or awards without applying.
5. So we need to work with Wing, Nuruba, and Henry to ensure we have the count of those “passive” award earners and they receive invitations to take the surveys.
6. John also noted that there are some duplicate student respondents (need to clean that up with Wing).

**Learning Centers**

Milla reported that she has found some “best practices” what we could use for the April 4th LC meeting as an assessment tool.

**3/17/14 SLO’s Issues needing attention for Reports:**

Webpage: <http://collegeofsanmateo.edu/prie/inprogressaccjcreporting2.asp>

**In Progress ACCJC Reporting**

**ACCJC Reports**

* [ACCJC Annual Report 2014 Form Template](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/ACCJC%202014%20Annual%20Report.docx)
* [ACCJC Annual Report 2014 Form Template](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/ACCJC_2014_Annual_Report_Template.pdf)
* [ACCJC Annual Report 2013](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/ACCJC%20Annual%20Report%202013.pdf)
* [ACCJC Annual Report 2013, Data only](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/ACCJC%202013%20Annual%20Report%20Questions_Data.pdf)

**Course Tracking**

Note: The data includes only courses actually offered (as opposed to what's in the schedules, for example). It excludes all 690's (Special Projects) with the exception of the Learning Center's LCTR 698 which we know has SLO's.

* [CSM Active Courses with SLO's Fall 2010-Spring 2014](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/CSM%20Active%20Course%20with%20SLOs%20F10-Sp14_3-11-2014.xlsx) (3-11-2014)
* [Curricunet SLO Tracking, DLocke, 3-11-2014](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/Curricunet%20TrackingDLocke%203-11-2014%20.xlsx)
* [SLO Schedule: Courses to be Assessed or Banked, 12-16-2014](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/Courses%20to%20be%20Banked%20or%20Not%20Assessed%2012-16-2013.xlsx)

**SLO and Programs**

* [SLO Program Assessment, Progress Notes, 3-6-2014](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/SLOProgramAssessments_ProgressNotes_3-6-3014.xlsx)

Note:  The following Inventory of Majors is maintained by PIO Office. Original data source is 2006/2007 catalog. Program names are as listed in Tractdat. DL updates SLO data.

* [Inventory of Majors for Programs Receiving Online Assessment, 3-11-2014](http://collegeofsanmateo.edu/prie/docs/in_progress_accjc_reporting/Inventory%20of%20Majors%20for%20Programs%20Receiving%20Online%20Assessment%203-11-2014.xlsx)

Courses

* Should deans review lastest version of Active course (F10-Spring 2014)?
* need to verify the courses to-be-banked or are banked and those needing SLO’s assessment
* Who will verify? Who will update files? Deans/VPI office/David?

Program SLO’s

* Should deans review lastest version?
* David verifying Status notes (?)
* Wing/PIO database for Program assessment
	+ I have posted file that using baseline data from the 2006/07.
	+ How do we derive totals for those receiving surveys, and the numbers of surveys completed?
	+ Are the PRIE reports the right format?

Learning Centers Update:

From David: Not sure what files are being compared here?

On 3/12/14, 4:08 PM, "Locke, David" <locke@smccd.edu> wrote:

Of the courses I highlighted in yellow,

ETHN 351 was offered as recently as SP13 – It is listed in the “recently offered” excel file as “to be banked”.  No one has put forward a proposal in CurricUNET for this to occur.

ETHN 440 was offered as recently as F12 – It is listed in the “recently offered” file as having SLOs, but the Course Outline does not have SLOs.

R.E. 110 was offered as recently as SP14 – It is listed in the “recently offered” file as having SLOs, but the Course Outline does not have SLOs.

SPAN 801 and 802 were offered this semester and are listed in the “recently offered” file as not having SLOs.

TEAM 150 was offered as recently as SP14 – It is listed in the “recently offered” file as having SLOs, but the Course Outline does not have SLOs.

TEAM 165 was offered as recently as F13 – It is listed in the “recently offered” file as having SLOs, but the Course Outline does not have SLOs.

So, 7 of the 12 highlighted in yellow have been recently offered, but do not have SLOs on their Course Outline.

There are also 2 things we are working on here, the Follow-Up report and the Annual Report.  The Annual Report asks specific questions about courses in the catalog.  For our AY1415 Annual Report, it would be good to have the count of courses in the catalog be equal to the count of courses with SLOs.  Probably also good if we can mention this in the Follow-Up Report to address the “complete and assess…”