

BLCH SLO meeting, Aug 12, 2014 notes (Cynthia notes)

Olapa 114 1:00-3:00 pm

Attendance: Sheryl, Lori M, Cynthia (Lori S unable to attend)

After a long summer break, the meeting was to refresh/remind ourselves of what is expected for the September 15th (to Cynthia by September 1) report.

PLG 4a (identify resources):

Reports must be submitted to Cynthia by September 1. Use September 1 date on the reports. Cynthia to submit BLTCH reports to Ana by September 15. Data based on fall 2013 Welcome receptions. PLG 4a (Identify Resources) will be part of the next ACCJC self-study so it is okay to use the same data. Criteria to be competent is 70%.

Survey questions that relate to resources:

1. I know who my instructors are
2. I know who my counselor is and the help I can receive
3. I understand my degree course requirements
4. I understand the purpose/utilization of Laulima
5. I understand the purpose/utilization of STAR

Templates: Cynthia will remind Ana to remove the word, "Template" from the forms. Cynthia will email BLT's reports to Lori M and Sheryl for form samples.

Cynthia will redo rubric to align with the Coordinated Assessment rubric wording.

PLG1b (develop an accurate STAR academic plan):

The SLO leaders' group is reviewing all rubrics.

Among the leaders, the following draft rubric is being discussed:

	Competent 2	Developing 1	Not Competent 0
SLO 1b. SWiBAT develop an accurate STAR academic plan	Student can develop an accurate STAR academic plan that reflects: <ul style="list-style-type: none">- planned courses in sequence- a plan for necessary prerequisites- graduation exceptions documented in STAR notes- program requirements (including development education requisites)- declared correct major or educational goal	Student cannot develop a plan that reflects all aspects of an accurate STAR academic plan.	Student cannot develop a STAR academic plan.

BLTCH proposed SLO 1b rubric:

Competent (2)	Developing (1)	Not Competent (0)
Student has developed an accurate STAR academic plan that includes: <ul style="list-style-type: none">Planned courses in the correct sequenceNecessary prerequisite coursesAll courses required for completion of the certificate or degree	Student has developed a STAR academic plan that incorporates some aspects of an accurate plan.	Student does not have a STAR academic plan. None of the STAR academic plan components are present.

When the rubric is finalized Cynthia will inform the group.

Reminder:

Assessment is 20% of AS degree majors, this is every 5th student. Agreed that assessment will be in fall 2014 prior to spring 2015 registration. Majors data (fall 2014 majors) should be pulled end of October. For, *"Means of Assessment and Criterion for Success, #2. What is the criterion for success? Did you reach it?"* Agreed to use criteria of **60%** develop an accurate STAR academic plan. How is 60% to be determined? Of the students who have a plan, 60% of the students will have accurate plans.

If student is not a "true" AS major select the next student for review. Suggest contacting the non-major regarding change of major process. Be sure to address the students who do not have an academic plan and action to be taken to increase the number of students who have plans.

All courses in planner must be applicable as determined by counselor.

All reports due to Cynthia by September 1, 2015.

Coordinated Student Affairs Assessment information/reminders:

- The **SLO "leaders"** meet on the first Thursday of each month
- Assessment communications via cluster leaders to Ana to avoid previous communication problems
- All cluster reports will be "reviewed" by cluster leader (Cynthia), assessment coordinator (Ana), Student Affairs assessment coordinator (Dawn), etc. so changes are possible along the way
- While it is Ok to email your DC a copy of your dept's report be very clear that the report may change
- Lualima site (KAP SA Assessment) will house documents/templates
- Assessment concerns; let Cynthia know and she will bring them to the Leaders meetings
- Assessment leaders are working on the rubrics
- Glossary of terms is almost final

Agenda for next meeting:

PLG 1b rubric and data collection

Leaders' group follow-up (if any)

BLTCH's PLG/SLO schedule:

PLG 1: Students will identify and implement a plan to achieve their educational goal(s).

SLO 1b: SWiBAT develop an accurate STAR academic plan

SLO 1d: SWiBAT effectively register for courses applicable to their educational goal

PLG 4: Students will be aware of campus and/or community resources/policies and engage in activities and services that fulfill their needs and interests.

SLO 4a: SWiBAT identify resources

Assessment timeline:

Academic Year	SLO	Reports due to Cynthia	Assessment report due date from Cynthia to Ana
13-14	4a-resources	Sept. 1, 2014	Sept 15, 2014
14-15	1b-academic plan	Sept. 1, 2015	Sept 15, 2015
15-16	1d-applicable courses	Sept. 1, 2016	Sept 15, 2016

BLTCH committed to the three (3) SLO's and pending our assessment results will reassess the same SLOs in the next cycle. If our students are found to be competent we may select a different SLO for the next three (3) year cycle. Currently for chart/reporting purposes we are assessing the same SLOs for the next three (3) year cycle.

Next meeting: All meetings on the third Tuesday, from 9:00-11:00 a.m., in Olapa 114, unless noted

Fall 2104:

August 19, 2014 changed to **Aug 12** (8/21=general faculty meeting; 8/19=BLT retreat and HOST/CULN welcome sessions; semester starts Aug 25)

September 16

October 21

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Spring 2015:

January 20-cancelled (semester starts Jan 12)

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March 17

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May 19

BLCH SLO meeting, Sept 16, 2014 notes (Cynthia notes)

Olapa 114 9:00-11:00 pm

Attendance: Sheryl, Lori M, Lori S, Cynthia

[NOTE: I included updates after the Leaders' meeting notes were posted.]

PLG 4a (identify resources):

BLTCH reports submitted to Ana on Sept 15 with copies to BLTCH counselors. As appropriate Ana and others may edit the reports.

PLG 1b (develop an accurate STAR academic plan):

The SLO leaders' group reviewed PLG 1b rubric. Below is the leaders' final rubric as of Sept 4. Cynthia requested revision of "Not Competent" to delete the "and" in "and/or." Reason: how can a student not have a plan and none of the STAR components? Email sent 9.11.14 to Ana and awaiting response. [NOTE: 9.16.14 Cynthia emailed Leaders' group about revision.] [Update: 9.18.14 rubric updated to remove "and" from "Not Competent."]

Cynthia distributed draft rubric with BLTCH additional information, similar to previous assessment charts listing interventions, population, assessment sample=20%, Assessment strategy with criteria of 60% develop an accurate STAR academic plan, use Academic Logic DB to identify fall 2014 AS major, pull data end of October prior to spring 2015 registration, etc.

We agreed with the **20%** sample size and criteria of **60%** developed an accurate STAR academic plan.

Electronic copy of rubric will be sent upon revision of PLG1b by the Leaders' group.

	Competent 2	Developing 1	Not Competent 0
SLO 1b. SWiBAT develop an accurate STAR academic plan	Student has developed an accurate STAR academic plan that includes the following components: <ul style="list-style-type: none"> Planned courses in correct and/or recommended sequence taking into account prerequisites All courses 	Student has developed a STAR academic plan that incorporates <i>some</i> components of an accurate plan.	Student does <i>not</i> have a STAR academic plan, and/or <i>none</i> of the STAR academic plan components are applicable.

PLG #1- Students will identify and implement a plan to achieve their educational goal(s).

The Leaders' group requests units to minimally complete the PLG rubrics for the PLGs they are assessing. After discussion below are BLTCH's suggestions for PLG 1d.

	Competent 2	Developing 1	Not Competent 0
SLO 1d. SWiBAT register for courses applicable to their educational goal	Student can register to all courses applicable to the educational goal	Student can register to some courses applicable to the educational goal	Student can register, but none of the courses are applicable to educational goal
<i>BLTCH's suggested wording for "Competent, Developing, and Not Competent"</i>	Student registered and all courses are applicable to the primary academic major.	Student registered but not all courses are applicable to the primary academic major	Student registered, but none of the courses are applicable to the primary academic major.

"Primary academic major" is included to be as descriptive as possible and not be subject to interpretation.

Discussion ensued regarding the definition of "Educational Goal."

[NOTE: 9.4.14 the Leaders' group tentatively defined "Educational Goal" as, "Ed goal: broad term to define student's interest area that can range from type of degrees and certificates to life goals. I.e., raise my GPA; become an entrepreneur."]

Data collection: it was decided to keep data "clean" and not move students to "Competent" even if the counselor is very aware that the student is taking course(s) outside of primary academic major for enrichment.

Coordinated Student Affairs, SLO Program Learning Report:

Over summer 2014 an online, consolidated report was proposed by Ana. The "template" or google form would include the elements of the paper SLO Report, Next Steps, and Closing the Loop reports. There is much concern regarding this online reporting and the Leaders have not fully discussed this. However, since the campus selected an AMS online reporting system, online Student Affairs reporting is eminent. Student Affairs will probably be the last group to get on board with the selected AMS system so the Leaders decided to use online reporting effective with the fall 2015 reports. By end of fall 2014 the Leaders will finalize an online "form." It was decided that we should "practice" with an online form so when discussion begins with Student Affairs and AMS we are in a better place to give suggestions as to what we want and how we want to see the reports.

Cynthia populated the proposed (Ana) online form and there were concerns which she will share with the Leaders. Later when the Leaders have a final draft, Cynthia will share with the cluster members.

Agenda for next meeting:

- Concerns regarding PLG 1b (develop an accurate STAR academic plan) data collection and report writing.
- Leaders' group follow-up (if any)

BLTCH's PLG/SLO schedule:

- PLG 1: Students will identify and implement a plan to achieve their educational goal(s).
 - SLO 1b: SWiBAT develop an accurate STAR academic plan
 - SLO 1d: SWiBAT effectively register for courses applicable to their educational goal
- PLG 4: Students will be aware of campus and/or community resources/policies and engage in activities and services that fulfill their needs and interests.
 - SLO 4a: SWiBAT identify resources

Assessment timeline:

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13-14	4a-resources	Sept. 1, 2014	Sept 15, 2014
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BLTCH committed to the three (3) SLO's and pending our assessment results will reassess the same SLOs in the next cycle. If our students are found to be competent we may select a different SLO for the next three (3) year cycle. Currently for chart/reporting purposes we are assessing the same SLOs for the next three (3) year cycle.

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BLCH SLO meeting, Oct 21, 2014 notes (Cynthia notes)

Olapa 114 9:00-11:00 pm

Attendance: Sheryl, Lori M, Lori S, Cynthia

PLG 1, SLO 1b: SWiBAT develop an accurate STAR academic plan

Cynthia demonstrated how to find the list of majors in STAR

(<https://www.star.hawaii.edu:10012/studentinterface/login.jsp>)

- Log into STAR "Academic Logic DB"
- Click on "STUDENT MGT" tab
- Go to "GENERAL STUDENT INFORMATION"
- Select:
 - Level=Undergraduate
 - School/College=(select your individual department i.e., Business Education, Food Service & Hospitality Education)
 - Major=(select your related departmental major; i.e., Accounting (ACC), Culinary Arts (CULN), or etc.)
 - Semester=Fall 2014
 - Department=(select i.e., Business, Culinary Arts, Legal Education, or etc.)
 - Degree=Associate in Science
 - Sort by=Name
- Click on Student Report

It is suggested that student reports be generated by major instead of by department to obtain an even pool of students to assess. For example generate separate ACC, MKT, and ITS reports instead of an all "Business" students report.

Cynthia shared that she viewed 10% of BLT's accounting students' STAR planners and noticed:

- most did not have a planner or it was not accurate (listed courses for other majors) (14 out of 18)
- planners listed courses for UHWO as well as AS degree, therefore, the student was not "competent" but "developing" (3 out of 18)
- one student was "competent" (1 out of 18)

Reminder: It was decided to keep the data "clean" and report as is; meaning do not move students to competent based on personal information about the particular student, e.g., will attend UHWO, therefore, listed in the planner gen eds for UHWO.

For information, in AY10-11 BLTCH assessed, "**SWIBAT** use the Academic Planner in STAR", less than 50 % of the BLT majors were using the Academic Planner. Again, this was using the Planner, not an assessment of accurate STAR Planner.

Next Steps: For current assessment we should discuss the Next Steps after review of the data. May want to have similar, if not same, Next Steps as there are concerns regarding NSO not introducing STAR and peers not trained in academic advising by the academic units, as well as, FYE requiring three semester plans.

STAR planner (beta) demonstration

Viewed the new planner in beta. Noticed "Remove Changes" option (top right) removed changes made by others not only the current user and planner reverted to original version. Would be good to have an audit report of changes. Counselors need to play with

the planner. Concern regarding the student's ability to use the planner independently. Concerns will be shared with Joy.

Leaders' group

The glossary and definition document is in final draft. Question--are the definitions in line with the instructional side, as requested summer time? Cynthia will follow up.

Agenda for next meeting

- Concerns regarding PLG 1b (develop an accurate STAR academic plan) data collection, report writing, and Next Steps.
- Leaders' group follow-up (if any)

BLTCH's PLG/SLO schedule

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BLCH SLO meeting, Dec 16, 2014 notes (Cynthia notes)

Olapa 114 9:00-11:00 pm

Attendance: Sheryl, Lori M, Cynthia

PLG 1, SLO 1b: SWiBAT develop an accurate STAR academic plan

Discussion: report will be submitted online, if want to, start the paper draft using previous forms. More information regarding the online form will be shared later.

Reminder BLCH SLO September 16, 2014 meeting notes regarding the Coordinated Student Affairs, SLO Program Learning Report.

"Over summer 2014 an online, consolidated report was proposed by Ana. The "template" or google form would include the elements of the paper SLO Report, Next Steps, and Closing the Loop reports. There is much concern regarding this online reporting and the Leaders have not fully discussed this. However, since the campus selected an AMS online reporting system, online Student Affairs reporting is eminent. Student Affairs will probably be the last group to get on board with the selected AMS system so the Leaders decided to use online reporting effective with the fall 2015 reports. By end of fall 2014 the Leaders will finalize an online "form." It was decided that we should "practice" with an online form so when discussion begins with Student Affairs and AMS we are in a better place to give suggestions as to what we want and how we want to see the reports."

At the December 4th, Student Affairs assessment leaders meeting, it was confirmed that the "leaders" are "creating" and will be using the online Student Affairs Google doc to submit the next assessment reports. The Student Affairs Google doc has been shared with the Task Stream implementation group. Apparently several members of the non-instructional work group were very impressed, as Student Affairs is very much ahead of other groups. The library may incorporate some of our fields. The fields in our finalized Google doc will be incorporated into the Task Stream tool by early spring 2015 (February?). Ana, as the Leader of the Student Affairs leaders group, coordinates and discusses with Task Stream for Student Affairs.

Reminder: It was decided to keep the data "clean" and report as is; meaning do not move students to competent based on personal information about the particular student, e.g., will attend UHWO, therefore, listed in the planner gen eds for UHWO.

Next Steps: Cynthia will draft Next Steps language for BLCH to use since we have the STAR Graduation Pathway. BLCH may revise, as appropriate, for individual departments. We hope to continue the STAR peer mentor classroom visits and due to concerns regarding NSO not introducing STAR and peers not trained in academic advising by the academic units, as well as FYE requiring three semester plans, Cynthia agreed to send an email to Robert Yamashita:

[Note, this is the email sent; copy to BLCH counselors:

On Tue, Dec 16, 2014 at 11:25 AM, Cynthia Kimura <ckimura@hawaii.edu> wrote to Robert Yamashita (coordinating peer class visitations):

Hi,

At our BLCH SLO meeting this morning, we discussed our AY 14-15 SLO, PLG1b, SWiBAT develop an accurate STAR Academic Plan. Part of our SLO Next Steps will be continuation of the STAR peers presenting in our classes. Very happy to learn that funds are available to continue the peers.

The STAR peers have been very helpful but with the Academic Essentials and new Graduation Pathway (we should use the new terms so as not to confuse students) we want to ensure that the peers have access to Ms. Starry Night and understand the new Graduation Pathway. Could you please ensure the spring 2015 STAR peers have the proper access (test the access) and peers who no longer need access are removed? Also if the peers need STAR training that they are properly trained. I can be available to train the peers. The Graduation Pathway has many different functions and changes are constantly being made.

Peers introducing and helping student to understand and use the Academic Essentials and the Graduation Pathway at the NSO sessions are also critical as students should be made aware that STAR is the official graduation tool.

thanks,
Cynthia]

[Note, this is Robert's response; copy to BLTCH counselors:

On Wed, Jan 7, 2015 at 12:16 PM, Robert Yamashita <robertty@hawaii.edu> wrote:

Happy New Year!

I've shared a google spreadsheet with you labeled "STAR Presentation Availability" ... I also attached the PowerPoint presentation that the peers will be showing to the students to this email. The peer mentors have been trained for the New STAR format...

I feel confident that the peers will perform well in presenting the new STAR format and changes but if you would like to schedule a training with them, we can do that as well. If there is not enough time, then I can have the peers conduct the sessions and then we can do a follow-up training to fix any issues you encounter.

Thank you,]

Leaders' group

The glossary/definition document still not completed. In response to the question regarding, are the definitions in line with the instructional side, as requested summer time? The instructional side does not have as comprehensive a glossary as Student Affairs. Instead of we "copying" instruction, Ana will share our definitions and ask instruction to adopt ours.

Still working on the rubrics for all PLOs; almost done. MKC seems to be having difficulties. The leaders want to complete all rubrics ASAP as units need to know how they will assess.

SLO 1d FINAL rubric-approved by the Leader's group:

	Competent	Developing	Not Competent
SLO 1d. SWiBAT register for courses applicable to her educational goal	Student registered and all courses are applicable to the primary academic major.	Student registered but not all courses are applicable to the primary academic major	Student registered, but none of the courses are applicable to the primary academic major.
FINAL RUBRIC (approved 11/6)			

VPN information

VPN = "Virtual Private Network." Can use VPN to access STAR from home. Earlier (pre July 2014) a request with justification for VPN was required, approval received based on

expiration of certificate. Certificates are no longer required to obtain a UH ITS VPN. Go to <http://www.hawaii.edu/askus/819> for information.

Agenda for next meeting

- Concerns regarding 1d (if any)
- Leaders' group follow-up (if any)

BLTCH's PLG/SLO schedule

PLG 1: Students will identify and implement a plan to achieve their educational goal(s).

SLO 1b: SWiBAT develop an accurate STAR academic plan

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SLO 4a: SWiBAT identify resources

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BLTCH committed to the three (3) SLO's and pending our assessment results will reassess the same SLOs in the next cycle. If our students are found to be competent we may select a different SLO for the next three (3) year cycle. Currently for chart/reporting purposes we are assessing the same SLOs for the next three (3) year cycle.

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~~December 16~~

Spring 2015:

January 20-cancelled (semester starts Jan 12)

February 17-Cory to attend for TYE updates

March 17

April 21

May 19

Jan and Feb meetings were cancelled

BLCH SLO meeting, March 10, 2015 notes (Cynthia notes)

3.12.15 rev

Kopiko 104A 9:00-10:30 am

Attendance: Sheryl, Lori M, Lori S, Cynthia

TYE-Cory Ando presented his proposed TYE initiatives, see his March 3, 2015 email re: **Transfer Year Experience Updates for Summer and Fall 2015**. Also check out the TYE website at <http://tye.kapiolani.hawaii.edu>. See handout.

Leaders' group Feb 5 meeting:

Task Stream-Hopefully, the Student Affairs assessment tool will be online. Units (BLTCH) who completed assessments for AY 13-14 must resubmit their reports using the tool. The AY 14-15 assessment reports are to be submitted online.

Student Affairs Assessment Sharing-May 8th, 9:00-11:00am. More information to come.

Rubrics-Rubrics for all PLGs are done except for SLO 4a SWiBAT identify resources to fulfill her needs/interests. BLTCH completed SLO 4a and will not have to redo report. The leaders want to complete all rubrics ASAP as units need to know how they will assess. The leaders will then start looking at new PLGs. [3.12.15 note the rubrics are final and in Laulima]

Glossary/definition document-completed and shared; in Laulima. Definitions are in line with the instructional side.

PLG 1, SLO 1b: SWiBAT develop an accurate STAR academic plan

Next Steps: Cynthia shared first draft of Next Steps language (Closing the Loop) for BLTCH to use since we have the STAR Graduation Pathway. BLTCH may revise, as appropriate, for individual departments. We hope to continue the STAR peer mentor classroom visits.

Note: at the CAAC ad hoc STAR communications committee--Merrissa was asked to speak with LaVache (via Brenda) to make STAR a focal point in NSO. Use the tool at NSO. Want students to know the tool from the start of their career at KCC. Merrissa is responsible to communicate the Graduation Pathway and its importance as the graduation arbiter to the campus community including faculty, staff, and students.

SLO 1d FINAL rubric-approved by the Leader's group:

Cynthia distributed rubric chart with draft BLTCH additional information [note, see 3.11.15 final with due date edits]

PLG #1- Students will identify and implement a plan to achieve their educational goal(s).

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FYE/NSO collaboration

Since the "FYE Fall 2015-Spring 2015 Planning Meetings" [see Dec 1, 2014 email from LaVache] have been completed, Lori M., as the BLTCH representative, was asked to follow up regarding the fall 2015 FYE/NSO collaborative planning.

BLTCH's PLG/SLO schedule

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~~March 10~~ Cory to attend for TYE updates

April 21

May 19

BLCH SLO meeting, April 21, 2015 notes (Cynthia notes)

Olapa 114 9:00-11:00 am

Attendance: Sheryl, Lori M, Cynthia

FYE/NSO collaboration fall 2015 report, Lori M:

Lori M. shared information (handout) from the latest meeting (PowerPoint to follow via campus mail). Handout should be read with PowerPoint to understand the plan. We requested that the NSO Part II outline be changed so #7 “STAR” comes before #6 “Register for classes in MyUH.” Also the advisors come in between #5 Class Availability and #6 Register for Classes instead of at the very end to wrap up. Reasoning: advisors need to ensure students are in the correct major, students are made aware of curriculum updates, and students register for the correct courses during the registration process and not at the end after STAR and registration. Lori will communicate our concerns regarding our concerns and request.

Leaders’ group, April 2 meeting:

Task Stream-Still working to put the Student Affairs assessment tool online. Units (BLTCH) who completed assessments for AY 13-14 must resubmit their reports using the tool. The AY 14-15 assessment reports are to be submitted online.

Student Affairs Assessment Sharing-May 8th, 9:00-11:00am. The Assessment Café is the venue to share individual unit’s SLO progress, problems, suggestions, etc. Unit members are in different groups (total of 5 groups). Each group member submits the Assessment Summaries which will be emailed to group members who are expected to read the summaries prior to the Assessment Café. At the Café, each counselor will have five (5) minutes to share one (1) SLO. This five (5) minutes includes any questions/answers. The Assessment Experience worksheet may be used for the sharing. Time will be strictly monitored so all members of the group are able to share and respond to questions.

Rubrics-Rubrics for all PLGs are done and in Lulima]

Glossary/definition document-completed and shared; in Lulima. Definitions are in line with instruction.

PLG 1, SLO 1b: SWiBAT develop an accurate STAR academic plan

As soon as the reporting form is online in Task Stream, Cynthia will let the group know.

SLO 1d FINAL rubric-approved by the Leader’s group:

Cynthia distributed the rubric chart with BLTCH additional information, note under Learning Interventions/Activities, Group sessions first bullet, “FYE mandatory three semester academic plan for first time college students” has been crossed off as looks like FYE will no longer require this.

PLG #1-Students will identify and implement a plan to achieve their educational goal(s).

	Competent 2	Developing 1	Not Competent 0
SLO 1d. SWiBAT register for courses applicable to her educational goal	Student registered and all courses are applicable to the primary academic major.	Student registered but not all courses are applicable to the primary academic major.	Student registered, but none of the courses are applicable to the primary academic major.

Data collection: as noted in the rubric, in STAR academic Logic DB select **primary** majors only (on Feb 1). If during the review (by Feb 12) of Academic Essentials a student had withdrawn, select another student. It is up to unit how this other student is selected; suggest selecting the student below the student who withdrew. The chart will be revised to include this information

BLTCH’s PLG/SLO schedule

SLO 1b: SWiBAT develop an accurate STAR academic plan
 SLO 1d: SWiBAT effectively register for courses applicable to their educational goal

PLG 4: Students will be aware of campus and/or community resources/policies and engage in activities and services that fulfill their needs and interests.

SLO 4a: SWiBAT identify resources

Assessment timeline:

Academic Year	SLO	Reports due to Cynthia	Assessment report due date from Cynthia to Ana
13-14 (done)	4a-resources	Sept. 1, 2014	Sept 15, 2014
14-15 (in progress)	1b-academic plan	Sept. 1, 2015	Sept 15, 2015
15-16	1d-applicable courses	Sept. 1, 2016	Sept 15, 2016

BLTCH committed to the three (3) SLO's and pending our assessment results will reassess the same SLOs in the next cycle. If our students are found to be competent we may select a different SLO for the next three (3) year cycle. Currently for chart/reporting purposes we are assessing the same SLOs for the next three (3) year cycle.

Next meeting: All meetings on the third Tuesday, from 9:00-11:00 a.m., in Olapa 114, unless noted
Fall 2104:

~~August 19, 2014~~ changed to **Aug 12** (8/21=general faculty meeting; 8/19=BLT retreat and HOST/CULN welcome sessions; semester starts Aug 25)

~~September 16~~

~~October 21~~

~~November 18 cancelled~~

~~December 16~~

Spring 2015:

~~January 20~~-cancelled (semester starts Jan 12)

~~February 17~~-cancelled

~~March 10~~ Cory to attend for TYE updates

~~April 21~~

May 19

BLCH SLO meeting, May 19, 2015 notes (Cynthia notes)

Olapa 114, 9:00-10:30 am

Attendance: Sheryl, Lori M, Cynthia

Tasksteam:

There will be another "training" session in August during duty week. The tool is not difficult to use. Each year prior to report due date a lab session (training) session will be held; probably duty week. Since the reports are due once a year, chances are we will forget how to use the tool, therefore, the request for lab sessions. Tool allows for copy and paste, as well as, PDFs. Cynthia will ask Ana for Leader's access rights to all BLTCH reports for easier, minor edits.

Leaders group:

Assessment Café appears to have been successful; majority of the "YALP" users found the activity helpful. Cynthia distributed the "YALP" results.

The Leaders will start working on "new" SLOs for the next three year cycle. Probably a Student Affairs (all counselors) ½ day retreat in October to continue SLO dialogue. New SLOs and rubrics scheduled for completion by end of December 2015. Need to complete this so counselors have the rubrics/information prior to AY 16-17 assessment cycle.

FYE/NSO collaboration fall 2015 report, Lori M:

Lori M attended part of the CAAC meeting with LaVache. When Lori receives the meeting notes, as promised by LaVache, she will share with the group. Please continue to share your FYE/NSO concerns with Lori and she will communicate our concerns and request.

PLG 1, SLO 1b: SWiBAT develop an accurate STAR academic plan, AY 14-15

Need to input report into TaskStream by September 1, 2015.

PLG 4, SLO 4a: SWiBAT Identify Resources, AY 13-14 reports were inputted by Ana. Could view BLT's but not HOST's so Cynthia will remind Ana to please inputted all BLTCH reports.

PLG #1, SLO 1d FINAL rubric-approved by the Leader's group (reminder):

Rubric chart with BLTCH additional information distributed at last meeting and emailed.

PLG #1-Students will identify and implement a plan to achieve their educational goal(s).

	Competent 2	Developing 1	Not Competent 0
SLO 1d. SWiBAT register for courses applicable to her educational goal	Student registered and all courses are applicable to the primary academic major.	Student registered but not all courses are applicable to the primary academic major.	Student registered, but none of the courses are applicable to the primary academic major.

Data collection (reminder): as noted in the rubric, in STAR academic Logic DB select **primary** majors only (on Feb 1). If during the review (by Feb 12) of Academic Essentials a student had withdrawn, select another student. It is up to unit how this other student is selected; suggest selecting the student below the student who withdrew.

BLTCH's PLG/SLO schedule

PLG 1: Students will identify and implement a plan to achieve their educational goal(s).

SLO 1b: SWiBAT develop an accurate STAR academic plan

SLO 1d: SWiBAT effectively register for courses applicable to their educational goal

PLG 4: Students will be aware of campus and/or community resources/policies and engage in activities and services that fulfill their needs and interests.

SLO 4a: SWiBAT identify resources

Assessment timeline:

Academic Year	SLO	Reports due to Cynthia	Assessment report due date from Cynthia to Ana
13-14 (done)	4a-resources	Sept. 1, 2014	Sept 15, 2014
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15-16	1d-applicable courses	Sept. 1, 2016	Sept 15, 2016

BLTCH committed to the three (3) SLO's and pending our assessment results will reassess the same SLOs in the next cycle, of SLO continued. If our students are found to be competent we may select a different SLO for the next three (3) year cycle.

Next meeting: All meetings on the third Tuesday, from 9:00-11:00 a.m., in Olapa 114, unless noted

Fall 2015:

August 18, 2015 (classes start Aug 24)

September 15

October 20 (change to Friday, Oct 23)

November 17

December 15

Spring 2016:

January 19

February 16

March 15

April 19

May 17