



· A C A D E M I C · S E N A T E ·
AGENDA

Thursday, September 27, 2007
2:00 – 3:45 p.m.
Room F-106

- I. **APPROVAL OF MINUTES** – Meeting of September 13, 2007 *5 minutes*
- II. **PRESIDENT’S REPORT** *10 minutes*
- A. *Adoption Budget*
- B. *Jonah LaRoche Scholarship*
- C. *AAUP Articles*
- III. **ACTION** *15 minutes*
- A. ***SLO Coordinator*** – The senate will entertain a motion to recommend to IPC the establishment of a SLO Coordinator position for 2007-2008 with the following job description and process for filling the position.
- SLO Coordinator Job Duties for 2007-08 (1-year assignment at .40 reassigned time):**
1. Maintain updated SLO College Handbook for program and service department SLO process.
 2. Provide ongoing technical support for faculty to write course level SLOs and evaluation measures for curriculum submission.
 3. Recommend assessment methodologies, develop SLO Assessment Training Plan, and support implementation of assessment activities in all areas.
 4. Develop SLO website.
 5. Develop draft of procedure for incorporation of SLOs into college syllabi (to be presented to Instructional Council for review and Academic Senate for approval).
 6. Support and coordinate SLO development for student support services departments and programs.
 7. Assist with the establishment of a College Student Learning Outcomes Steering Committee.
 8. Participate in the scheduled October WASC site visit to present progress for SLO implementation.
 9. Perform other related duties regarding SLO implementation.
- Recommended Procedure for Selection of SLO Coordinator for 2007-08:**
1. Advertise the position to all full-time faculty.
 2. Form a selection recommendation committee to consist of:
 - a. Three faculty members, one from Curriculum or Program Review Committee, one from Instructional Council, and one from Student Services. (Faculty co-chair of selection committee will be elected at first meeting).

- b. One administrator – Accreditation Liaison Officer, or designee (co-chair of the selection committee).
 - 3. Candidates will submit a letter of interest to the administrative co-chair of the selection recommendation committee.
 - 4. The committee will make recommendations to the President of the College and the Academic Senate President.
 - 5. The President of the College in consultation with the Academic Senate President will approve the appointment.
- B. ***SLO in Syllabi*** – The senate will entertain a motion to recommend to IPC the following plan for integrating SLOs in course syllabi developed by the Instructional Council:

Instructional Council Plan for Incorporating SLOs into Course Syllabi:

The Cuyamaca College Instructional Council recognizes the value of informing students of the expected learning outcomes for all courses, and supports the inclusion of learning outcomes in course syllabi that are consistent with those found in the official course outlines of record. To facilitate the incorporation of Student Learning Outcomes (SLOs) into all course syllabi, the Instructional Council will do the following:

- 1. Work with the SLO Coordinator to update the Faculty Handbook to include guidelines for incorporating SLOs into course syllabi.
- 2. Disseminate the new guidelines to all faculty within their respective departments no later than the end of the Fall 2007 semester.
- 3. Provide assistance to all faculty within their respective departments who need help incorporating SLOs into their course syllabi.
- 4. Collect data on the total number and percentage of courses within their respective departments that have SLOs in their syllabi at the beginning of the Spring 2008 and subsequent semesters as needed.

IV. **INFORMATION**

40 minutes

- A. ***AP 3518 Child Abuse Reporting*** – Dr. Paul Boatner will lead the senate in a discussion of responsibilities of faculty as it relates to reporting child abuse. The current district administrative procedure currently under discussion will be presented along with other supporting documents to provide senators with background information on the topic.
- B. ***AP 3720 Computer and Network Use*** – Jan Ford will review the new administrative procedure for computer and network use and collect feedback from senators to report to IPC and DEC.

V. **ADDITIONAL REPORTS**

25 minutes

- A. ***Vice President's Report*** – Michael Wangler will report on committee appointments.
- C. ***Professional Development Committee*** – Dr. Paul Carmona, chair of the Professional Development Committee, will provide an update on availability of professional development funds as well as plans for future professional development activities.

VI. **PUBLIC COMMENT**