Jefferson Davis Community College
General Education Program and Student Learning Outcomes

Meeting Minutes

July 11, 2007, 1:00 p.m., Hines Classroom 6

Present: Deborah Albritton, Carol Bates, Cornelia Miller, Sue Laing, Linda Miller, Lyn Gill

Next meeting: July 30, 2007, 1:00 p.m., Atmore telecommunications

Items of Discussion

• Approve Student Learning Outcomes Policy
• Review minutes from last meeting
• Pilot program for measuring SLOs across the curriculum – written communication: math, economics, art, and psychology. Verify that Division Chairs have discussed with appropriate faculty and that faculty members have included this requirement in syllabus.
• Continue the process of analyzing the results of the academic general education SLOs. Verify the statistical data.
• Determine Use of Results, new goals, and at least two direct methods to measure the attainment of each outcome.
• Remind Division Chairs to collect actual documentation. We need this documentation from last year. Graded student papers which document the achievement of SLOs should be kept in a box or notebook. Please label with the outcome and year and store in my office in Brewton.
• Schedule meeting with technical faculty to analyze SLOs.
• Set up a schedule for committee to meet with the technical faculty to review program student learning outcomes, results, and goals for next year.

Discussion

Approve Student Learning Outcomes Policy

The committee approved the Student Learning Outcomes Policy with slight revisions. The policy and suggested revisions are attached.

Review minutes from last meeting

The minutes from the last meeting were reviewed and discussion focused on the pilot study for fall.
Pilot Test

The committee discussed the importance of finalizing plans for the pilot test which will attempt to measure written communication skills across the curriculum. The pilot should be finalized early so that faculty who wish to participate can include the requirement in their course syllabi for fall. Classes that will measure SLOs for written communication are selected classes in math, economics, psychology, and art. Faculty in these areas will assign an essay related to their subject area using the criteria that has been developed by the English faculty. Faculty in the selected areas may use the essay at their discretion as far as a grade for their classes. Faculty members will forward a copy of the essay to the committee who will grade the essay for written communication using the grading rubric developed by the English faculty.

Deborah Albritton will develop a cover sheet with standardized instructions to be used by all faculty participating in the pilot study.

Continue the process of analyzing the results of the academic general education SLOs. Verify the statistical data.

The committee reviewed the summary of data collected for Fall and Spring semesters. Committee members worked in groups to verify the statistical data used to report the results of the General Education Student Learning Outcomes for Fall 2006/Spring 2007. Division Chairs will contact general education faculty to remind them to turn in the graded papers which document student learning outcomes. Use of results will be determined and new goals will be developed. The committee set the deadline for July 17.

Schedule meeting with technical faculty to analyze SLOs

The committee will meet with technical faculty to verify the collection and measurement of student learning outcomes. Use of results will be examined and goals for next year will be established. The date has been tentatively set for Monday, August 30, 12 o’clock and Wednesday, August 1, 12 o’clock. The committee discussed the possibility of meeting with all faculty members on Monday. Cornelia Miller will verify the dates and times with the technical faculty.

Respectfully submitted,

Carol Bates