

**SLO Coordinator Journal
Spring Semester 2008**

Senate 1/17/08

Sign-up Sheet for SLO course development

- Cheyenne Bonnell for Monday, January 28, 10 a.m. at her office
 1. Cancelled (downed horse) and asked to reschedule
- Tony Thacker for Monday, January 28, 11:00 a.m. at his office
 1. Met. SLOs in place all courses and communicated to PTF. Will institute pre and post-testing and advise PTF. Is preparing for program review. History from Chlebig. Presently finding holes in schedule so basic skills math is not scheduled in conflict with reading, writing courses. In math, Thacker 57-10; Berger pre calculus and above. Thacker has SLOs aligned across course levels. All CORs are updated except 10 and 13.
- Mike Danza for Monday, January 28, 1:00 p.m. at his office
 1. Met. Mike has excellent course objectives in his syllabi. We roughed out SLOs and will continue to consider drafts via email. In certain areas, he will begin pre and post-testing as a means of collecting data that describes what students know upon entering his class and what they know upon completion. This data will be based on rubrics that help him collect specific data about what is being learned and where his teaching could be more effective.
- Melynne Schiel for Tuesday, January 29, 8:00 a.m. at her office
 1. Has to reschedule (someone else entered her name on the sign-up sheet)
- Cathy Itnyre for Tuesday, January 29, 9:00 a.m. at her office
 1. Met. Discussed wording for SLOs and pre/post testing. Good SLOs in Death/Dying and Philosophy.
- Sheri Holbrook for Tuesday, January 29, 10:00 a.m. in CMC 8
 1. Had to reschedule due to appointment at 29 Palms HS
- Michel Walker for Tuesday, January 29, 1:00 p.m. in her office
 1. Met. Michel has very good understanding of SLOs. I suggested that some of her SLOs might be viewed as objectives. She will work on creating overarching SLOs that summarize their intent. Michel will be working on Program Review with the Communications Department beginning this Wednesday.
- Renee Brunelle for Wednesday, January 30, 9-11:00 a.m. and on subsequent Wednesdays at this time
 1. See below
- Communications Department for Wednesday, January 30, 1-3:00 p.m. and on subsequent Wednesdays at this time
 1. See below
- Cheryl Munsey for Thursday, January 31, 9:00 a.m. in her office
- Art Mitz for Thursday, January 31, 1:00 p.m.
 1. Need to reschedule due to conflict with Steering Committee meeting

January 18

- Met with Greg Brown regarding my role in assisting with program reviews. He is agreeable with my helping with each of the reviews.

January 22 (CW&L 2-5pm)

- 9-11:00 a.m. meeting with Carolyn Hopkins regarding library program review. Discussion of pre and post-test measures.
- Responded to draft progress review
- Established meeting time with Communications, arranged location, requested data.

January 24

- Preparations for faculty and program review meetings
- Met with Melynie Schiel to create an online resource for program review and accreditation documents

January 25, 26, 27

- Attended the Accreditation Institute

January 28

- Collected TF 1&3 responses to draft progress report
- Met with Thacker (see above under 1/17)
- Collected packet materials for communications program review)
- Met with Mike Danza (see above under 1/17)
- Comp-Lit class (3-6pm)
- Report on progress report at College Council (3:30 time certain)
 - This entailed my telling the Council that the draft report lacked sufficient specificity and failed to disclose areas where work remains to be done – or even undertaken for that matter. I told the Council about the Two Year Law and said that Barbara Beno was coming to CMC in March specifically to provide us with help.
- CMC Foundation 5:45-7:30pm)

January 29

- 9-10:30 met with Cathy Itnyre regarding SLOs
- 10:30-11:00 met with Carolyn Hopkins regarding progress report
- 11-1:00 responded to DE postings
- 1-2:00 met with Michel Walker regarding SLOs and Program Review
- 2-3:00 responded to DE postings
- 3-4:00 DE Chat Room
- 4-5:30 Built Blackboard Shell for Communications Program Review

January 30

- 9-10:00 met with Renee Brunelle (HR Director) to discuss Program Review. I provided her with the most recent Program Review packet. We discussed timelines, goals, measures and the configuration of her Advisory Committee (Rep from each CMC constituency, plus Foundation community member). We also discussed the possibility of adding an ethical component to student worker

orientations. HR areas are 1. Recruitment 2. Training and Development 3. Performance, Appraisal, and Feedback 4. Pay and Benefits 5. Labor Relations. The areas for concentration: equity and diversity in application pool through recruitment; policies and procedures, employee handbook. We also discuss minimum qualifications, the granting of equivalencies, auditing for minimum qualifications, and how she will interact with the equivalency committee. We need to develop a procedure for examining transcripts that protect confidentiality. I provided sample accreditation materials from other colleges. We agreed to a weekly meeting. Renee will have her draft mission and history next week.

- 11-12:00 Flex Committee
 - Suggested Program Review round table
 - Suggested Blackboard Shell training for a college-wide accreditation site
 - Suggested giving a demonstration on Tracked Changes response to student work
 - 12-1:00 Composed and sent email request for first meeting for Equivalency
- 1-3:00 Communications Department for Program Review
 - Introduced Blackboard Shell
 - Served as Scribe
 - Worked with Department to write the History
 - Began work on SWOT
 - Established list for Advisory Meeting
 - Set future meeting dates
 - Recorded all Dialogue on Blackboard site
- 3-5:50 Public Speaking class

January 31

- 8-9:00 Worked on Communications Program Review documents
- 9-10:00 Met Cheryl Munsey to discuss SLOs and what is involved in preparing to do Program Review in the near future
- 10-11:30 Compiled a comprehensive response to the current draft of the Progress Report
- 1-2:30 Met with Accreditation Steering Committee: Greg Brown, Cheryl Munsey, Cathy Itnyre, and Laura Hall to discuss revision needs of the draft Progress Report
- 3-4:00 Worked on Progress Report revision for Recommendation 3.

February 1

- 8-4:00 Worked on Progress Report for Recommendations 1& 3

February 4, 2008

- 8-1:00 Worked on Progress Report for Recommendations 1&3. Sent draft to TF1&3 for feedback. President Caldwell memo sent to CC re assurance from Beno that CMC would retain full accreditation status for six years and that anecdotal evidence would suffice.
- 2-6:00 Comp-Lit Class

February 5, 2008

- 8-10:00 Online course work
- 10-11:30 Fifty Percent Law hearing
- 12-2:00 Online course work
- 2-3:00 Met with Paul Delany to discuss SLOs. He has a good understanding of the process and will begin working on rubrics, pre and post assessments, including Core Competencies, and will share SLO drafts with me as a collaborative process. Note: his department may need special help with regards to getting started with SLOs.
- 3-4:00 Online Course Chat
- 4-4:30 Emailed CC appreciation for Beno response and urged continued effort toward an integrated planning cycle.

February 6, 2008

- 8-9:00 Prep for Communications and HR meetings
 - There is a need to have a general meeting of instructional programs going through review. I will discuss this with Roger, and see if we can have Doug, Leslie, and Melynie join us for a Friday workshop to help move people along. Once that occurs, I will see if we can do the same thing for direct and indirect instructional support areas.
 - Emailed SLO Journal to Roger Wagner
- 9-10:00 Met with Renee Brunelle re HR Program Review
 - Reviewed history and mission statement drafts. I will send a Tracked Changes response. We worked on the SWOT. I will send a draft of my notes to Renee, as well as a copy of the current Program Review work plan template. Renee will meet with the members of her department to brainstorm SWOT and goals. When we meet on February 13 we will discuss goals, measures, and what data is needed to support the goals. Renee will also continue to work on establishing her Advisory Committee.
- 10-2:00 Work on HR Program Review
 - 11-11:15 met with Melynie Schiel to discuss data and requested she meet with Communication Dept. at 2:00.
- 12-2:00 Prep for Communications Dept meeting
- 2-3:00 Met with Communications Dept re Program Review
 - Had Melynie Schiel from Research in to work with us re how we would like our data configured. We also looked at outdated CORs, and agreed on who would do revisions.
- 3-6:00 Public Speaking

February 7, 2008

- 8-11:30 Prepared SLO appointment sheet for senate; worked with HR to prepare for first equivalency committee meeting on Friday, 2/8. Worked on Communication CORs.
- 1-3:00 Met with Equivalency Committee
- 3-6:00 CMC academic senate and faculty association

February 8, 2008

- 8-9:30 Worked on CORs for Communication program review

- 9:30-10:30 Met with Julie Thixton to begin M&O Program Review process; will meet with her every Tuesday from 10-11:00 am. Beginning February 19
- 10:30-2:00 Worked on Comp-Lit DE

February 11, 2008

- 8-10:00 Drafted and emailed minutes and advisory letter to members of the Equivalency Committee
- 10-11:00 Worked with Melynie Schiel on SLOs, measures, and preparations for a Friday meeting of all instructional programs engaged in review
- 11-12:00 Cheyenne had to cancel due to a scheduling conflict
- 12-3:00 Worked on Comp-Lit DE responses to student work
- 3-6:00 Speech class

February 12, 2008

- 8-8:30 Completed flyer for March 3 poetry reading
- 8:30-11:00 Worked on ACCJC progress report with Greg Brown and Cathy Itnyre
- 11:00-12:30 Worked on assembling progress report evidence for Greg and Cathy
- 1-2:00 Worked on online Comp-Lit
- 2-5:00 Met with Creative Writing & Literary Society (14 in attendance); shared a common reading and creative writing, and set a date for Donald Sach's author event for April 7 (6-8pm, CMC 126). Began arrangements for Earth Day event at CMC.

February 13, 2008

- 9-10:30 Met with Renee Brunelle re HR program review. We went over the SWOT, mission, and history, and discussed goals in terms of needed evidence. We also discussed the membership of the advisory committee and the need to have external and internal stakeholders weigh in on HR's SWOT and goals. We agreed to include MUSD, chambers, and the library, among others and to schedule the meeting in April if possible.
- 10:30-12:30 Worked on a paper for the Board of Governors for the State Academic Senate
- 1-3:00 Worked on Public Speaking
- 3-6:00 Public Speaking
- 6:00 Sent out email inviting all program review participants to select a time to work together

February 14, 2008

- 8-9:00 Worked on Communications Program Review
- 9-10:30 ASCCC Futures Committee conference call
- 10:30 – 11:30 Worked on online Comp-Lit
- 12:45 – 1:00 Met with VPI Wagner re course scheduling
- 1-2:00 Met with Art Mitz; discussed SLOs. Art had the idea of SLOs and objectives reversed. I went over objectives and we discussed what an SLO might be for one of his courses. We will work through possible drafts via email.
- 2-2:15 Met with Rodger re course scheduling
- 2:15-5:00 Worked on online Comp-Lit

February 15 & 18 Holidays

February 19, 2008

- 8-8:30 Worked on email for Greg Brown to send out encouraging people to participate in training for Program Reviews
- 8:30 Met with Doug Morrison re program review training format
- 8:45-10:00 worked on CORs for Communications Program Review
- 10-10:30 Met with Chris Laubenstein re M&O Program Review. We had anticipated that Julie would have a history prepared for a response, but none was available.
- 10:45-11:30 Met with Yadira Llorca to discuss SLOs in SPAN 40A, 40B, SPAN 1 and 2. With minor adjustments, she was able to change objectives to SLOs. We discussed online and class room measures, program review planning, and the linkage between core competencies and program SLOs.
- 11:30 – 12:00 worked on CMC Foundation meeting minutes
- 12-2:00 Worked on CORs for Communications
- 2-3:00 Office hours
- 3-4:00 Online Comp-Lit Chat Room
- 4-6:30 Prepared Midterm for Public Speaking

February 20, 2008

- 8-9:00 Worked on Communications Program Review
- 9-10:15 Met with Renee Brunelle in HR and worked on Program Review. We began to broach the tough topics that should be considered in the SWOT: protocols, policies, and attorney expenses related to personnel actions. The Program Review should not only address these issues and relate them to climate, orientation, and ongoing efforts to improvement, it should invite Advisory Committee participation that asks tough questions. We agreed that the discovery of data that reflects poorly on HR should be viewed as an important component in Program Review. I agreed to fix the Work Plan Template so that cells expand and to discuss with others the standard agenda for Advisory Committee meetings. I will also look into securing compensation for participation in Advisory meetings.
- 10:15-10:30 Met with librarian Carolyn Hopkins to discuss meeting times to work on Program Review.
- 10:30-1:00 Worked on Communication CORs and prepared for the Communications meeting.
- 1-3:00 Met with Communications Department and reviewed data, CORs for Eng 41 and 1B, and made progress on our SWOT
- 3-6:00 p.m. Public Speaking – gave midterm

February 21, 2008

- 8-9:00 Worked on Cultural Events items
- 9-10:00 Cultural Events Committee meeting
- 10-11:00 Wrote Cultural Events minutes and PSAs for author events
- 12:45-3:00 Worked on SLO Coordinator training preparations
- 3-5:00 Academic Senate

February 22, 2008

- 8-12:00 Worked on ASCCC Futures Committee Board of Governor's proposal on faculty pathways to administrative positions and sent it off to past-president Ian Walton for review
- 12-4 Graded public speaking midterm

February 25, 2008

- 9-11:00 Caught up on emails; sent invitation to Annette Bell to begin meeting on a regular weekly basis, graded DE
- 11-2:00 Worked on Communications CORs
- 2-3:00 Office Hours
- 3-5:35 Class: Comp-Lit
- 5:40-7:30 Foundation meeting

February 26, 2008

- 8-9:30 Worked on online class
- 9:30-10 Met with Rodger McGinness and Cathy Itnyre regarding my evaluation
- 10-11:00 Met with Julie Thixton. We set up her advisory committee and the date and time of its meeting. At our next weekly meeting we will review the program history, mission, and a first draft of the SWOT. We will also develop a survey for the college's employees concerning M&O. Also, we will consider what data is required to establish needs and goals.
- 11-12:00 Worked on M&O materials
- 12-12:30 Met with Rodger and Doug Morrison re Doug's evaluation.
- 12:30-1:00 Met with Roger Wagner and a department member concerning a personal matter
- 1-2:00 Worked on Public Speaking midterm grading
- 2-3:00 Worked on online class
- 3-4:00 Prep for Flex and Staff Development
- 4-6:30 Communications CORs

February 27, 2008

- 8-9:00 Worked on Program Review for Communications
- 9-9:30 Met with Roger Wagner. Discussed need for managerial support for program review, extended program review training for division chairs, overall coordination of program reviews, and the need to determine the next round of program reviews
- 9:30-10:00 Met with Melynie Schiel and Roger Wagner in preparation for March 4 Flex activities on Core Competencies
- 10-10:15 Met with Rose Resurreccion concerning CORs and distance modalities
- 10:15-10:45 Met with Carolyn Hopkins re pay for program review activities, working with the curriculum committee to consider recasting all online courses as hybrids
- 10:45-1:00 Worked on Communications Department program review
- 1-3:00 Met with Communications Department regarding program review. Went over completed CORs for three courses, two DE modalities, and matrices.
- 3-5:40 Met speech class

February 28, 2008

- 7:30-8:15 Met with Doug Morrison re flex preparations
- 8:15-11:30 Online class assessments
- 12:30-3:00 Online class assessments
- 3:00-5:30 Worked on MIVER Report

February 29, 2008

- 8-9:00 College-wide Staff Meeting
- 9-12:00 Flex preparation with Melynie and Rose
- 12-1:00 Equivalency Committee preparations
- 1-3:00 Equivalency Committee
- 3-4:00 Compose and distribute minutes and other documents resulting from the Equivalency Committee meeting.

March 3, 2008

- 8-12:30 Prepped for flex
- 1-3:00 Prepped for flex
- 3-5:30 Comp Lit Classroom
- 6-8:00 Poetry Reading CMC 126

March 4, 2008

- 10-4:00 Flex, including presentation at a four hour opening session on Core Competencies

March 5, 2008

- 9-3:00 Staff Development
- 3-5:00 Work in my office on a variety of projects.

March 6, 2008

- 8-11:00 Worked on Communication CORs
- 11:30-12:30 Foundation/Board Retreat
- 1:15-2:00 Worked on Program Review with Annette Bell, CalWORKS! Annette reports to an outside agency and is governed largely by external authority. Nevertheless she understands the importance of defining the program according to local needs. We will continue to meet from 1-2:00 on Thursdays. At our next meeting I will be prepared to respond to her written history, she will have prepared a mission statement, and we will work on SLOs and Core Competencies. She plans to share her Advisory Committee with Workforce Development
- 2:30-6:00 Senate and Bargaining Unit

March 7, 2008

- 9-10:30 Prep for Equivalency Committee
- 11-12:00 Met with Barbara Beno
- 1-3:00 Equivalency Committee
- 3-4:30 CORs for Communications

March 8, 2008 (Saturday)

- 8-9:00 Prepare midterm for Comp-Lit
- 9-11:30 Work on CORs for Communications
- 11:30-1:00 Work on Howl
- 1-2:00 Posted assignments online for Comp-Lit
- 2-3:00 Worked on MIVER

March 10, 2008

- 8-8:15 Met with Roger re program review strategy
- 8:20-8:40 Met with Doug re program review strategy
- 8:45-12:00 Worked on CORs for Communications
- 12-1:00 Met with Roger and Doug re program review
- 1-3:00 Grade online
- 3-4:10 College Council
- 4:15-5:00 Proctor midterm for Comp-Lit
- 5-6:00 Work on Howl Magazine
- 6-7:00 Observe Doug Morrison's class

March 11, 2008

- 7:30-8:00 Worked on Howl
- 8-8:50 Met with Roger Wagner and Doug Morrison to prepare for Cabinet
- 9-10:00 Completed Doug Morrison's evaluation
- 9:00 Went to meet with Julie Thixton re M&O Program Review, but she had called off sick
- 9:00 – 12:00 Prep for Cabinet presentation
- 12:30-3:00 Made flyer for Sachs' author's event
- 3-4:00 Online Chat for Comp-Lit
- 4-5:30 Met with Creative Writing & Literary Society (14 present)

March 12, 2008

- 8-9:00 Prep for Cabinet
- 9-11:00 Cabinet
- 11-11:30 Met with Renee Brunelle. We will continue to meet e/o Wednesday, 9-10:00 a.m. At our next meeting we will discuss external data, preliminary goals, the SWOT and begin to formally assemble the Advisory Committee.
- 11:30-12:00 Met with Cheryl Munsey to update her on senate and accreditation issues
- 12-1:00 Prep for English Department meeting
- 1-3:00 English Department meeting
- 3-6:00 Public Speak (Evaluation Observation by Cathy Itnyre)

March 13, 2008

- 8-11:00 Working on SLO issues from Flex and sending out information to all subscribers on core competencies
- 11-11:30 Division Chair interview
- 12:30-6:30 Howl magazine

March 14, 2008

- Worked at home on Howl Magazine

March 15, 2008

- 9:00 a.m.-4:30 p.m. at CMC: Worked on Howl, Equivalency Committee, CMC Academic Senate

March 17, 2008

- 7:30-8:00 Met with Doug Morrison re program review structure and forms

- 8-9:00 Met with Greg Brown re program review structure, forms, process
- 9-10:00 Met with Carolyn Hopkins re library program review and what is entailed in setting up a system that provides for the timely revision of all the new Course Outlines of Record
- 10-12:00 Worked on resolution of recognition for outgoing ASCCC President
- 12-2:00 Prepped for class
- 2-2:30 Met with Munsey, Walker, and McGinness re Walker's final evaluation
- 3-5:30 Comp-Lit Class – observed by McGinness
- 5:30-6:30 CMC Foundation Board meeting

March 18, 2008

- 7:30-8:00 Met with Doug Morrison to discuss oversight of program review with regards to processes, changing forms, and preparation for upcoming senate meeting
- 8-9:00 Prep for M&O program review meeting with Julie Thixton
- 9-9:10 Julie was not in, and the building was locked. I returned to my office and left her a phone message concerning our missed appointment.
- 9:15-9:40 Met with Melynie to discuss history format for program review
- 9:45-10:30 Julie found me; discussed program review particulars. Joe Olson has decided to combine M&O and Facilities (Dan Cain x5295). Julie will see if Dan is available to meet with Julie and me on Tuesdays. Our next meeting will occur in the second week of April (the 8th) due to spring break and division chair training. Julie agreed that she and Dan would try to complete the history component of program review on their own. I'll send out a help sheet on the matter.
- 10:30-6:00 Composed and sent an email to managers regarding Program Review histories, worked on Howl, Kept office hours, Was available for online chat for my DE Comp-Lit, reviewed summer and fall schedule in OOI.

March 19, 2008

- 8-9:00 Departmental issues re summer and fall schedule and distance education.
- 9-10:00 Met with HR, discussed the need to include serious and challenging issues in program review history – including personnel actions, final judgments, and legal costs to the district.
- 10-11:10 Prep for Public Speaking
- 11:10-12:05 Power Outage; met with STRS representative in the Bagley Room
- 12:05-2:00 Prep for Public Speaking (grading, preparing for analysis of Obama speech)
- 2-3:00 Office Hours
- 3-5:50 Public Speaking

March 20, 2008

- 7:15 Met with Doug regarding spring break and program review
- 7:30 Met with Leslie regarding spring break and program review
- 7:45 Met with Roger regarding spring break and program review
- 7:55 Met with Glenda regarding spring break and program review
- 8:05-8:45 Worked on press release re Donald Sachs' author's event