

STUDENT LEARNING COMMITTEE MINUTES

December 4, 2015

1. Meeting was called to order at 1:25 PM
2. Roll Call:
Members Present Terri Martin-Parisien, Audrey LaVallie, Sheila Trottier, Kellie Hall,
Les LaFountain, Erik Kornkven, Dr. Ann Brummel, Dr. Teresa
Delorme, Marilyn Delorme, Rhonda Gustafson
Members Absent Ron Parisien, Travis Azure
3. Motion to accept agenda
Audrey moved. Sheila seconded. Discussion none.
Motion Carried.
4. Adopt Minutes
Minutes reviewed. Discussion: Change the spelling of Erick to Erik, Add “will” meet
with Terri Under 8 c.
Motion to accept minutes with changes.
Les moved. Audrey second. Motion carried.
5. Year in Review
Terri presented a review of the SLC for the past year (see attachment).
Kelli gave a brief report on a Std. Pathway meeting she, Terri and Wanda attended.
Committee needs to continue develop rubrics, and Professional Develop will continue.
Training has been set up with Kristi Dionne for Faculty on the proper format for syllabi.
These trainings are Dec.7th and 14th.
6. Update from Sub- Committee Chairs
 - a. General Education Outcomes, Rhonda- not present (tabled).
 - b. Faculty Assessment Manual, Dr. Ann Brummel
Dr. Brummell has been doing a significant amount of research on the current
Assessment manuals; she has found three. She would like to know what the past
process has been to update this manual. She says 2007 looks good. Also how does
the assessment Manuel fit into the Faculty Manual? A process needs to be developed
to keep this document up to date .Who is the Keeper? Dr. Brummel would still like
the opportunity to meet with Bismarck State College about their manual. This is a
work in progress but we really need an assessment Manuel to give to new employees.
More will be presented next meeting.
7. Develop/Adopt General Education Outcome Rubrics
 - a. Culture-Rhonda, not present (tabled).

- b. Communication-Kellie
Has done some research. The old outcome needs to be rewritten. Will have more on this subject next meeting.
 - c. Technology – Dr. Delorme
Dr. Delorme presented a rubric plan for technology. Committee discussion followed about Technology Vs Computer literacy: What knowledge do our students need as far as technology? What are we going to offer in our computer classes? Students need the computer for information. How do we assess students using a technology rubric? Dr. Delorme rewrote the rubric. Revision of technology Rubric tabled until next meeting (Motion to accept rewritten technology rubric died for lack of second).
 - d. Science – Audrey
Audrey presented Science rubric as: Achieved, Accomplished, Developing, Beginner. She did not receive any comments from the math department so assumes these rubrics are ok with them. There was considerable committee discussion concerning the Science rubric as presented. How will we fit critical thinking, problem solving, communication and culture/diversity in to each area? More will be presented next meeting.
 - e. Math – Audrey
The math rubrics presented are much the same as science. Question is how do we get each Instructor measuring the same? After considerable discussion by the committee, it was decided to table the Math rubric until Sheila had a chance to talk with Ron and other CTE instructors as how they can use the Math rubric.
Bring back two options next meeting.
 - f. Humanities and social Science. – Dr. Ann Brummel
Will have report for January meeting.
8. Review Department /Program Assessment Plans
- a. Math and Science plan not approved. Erik moved. Les seconded.
All in favor, motion carried.
 - b. Erik presented Arts and Humanities assessment plan.
Focus on General Education Classes within the Department. Use a portfolio for assessment using random samples of students work. Set a time in January to review portfolios. Assess each student's level, follow post assessment procedures.
Motion to accept Arts and humanities Plan.
Les moved, Audrey second. All in favor. Motion Carried.
(Plan attached)

- c. Marilyn presented Phlebotomy Program Assessment Plan.
Revise CLS 104 Syllabus for more weeks or review for National Certification Exam. Revise rubrics for all competency to match outcomes. Time line Nov. 2015 to April 2016.
Motion to accept Phlebotomy Plan
Teresa moved. Eric second. All in favor. Motion carried.
(Plan Attached)

- d. Sheila asked for a motion to table Nursing Plan for more clarification.
Les moved. Erik seconded. All in favor. Motion Carried.

More plans will be presented for approval next meeting.

- 9. SMART goals format (tabled).

- 10. FARM Report, December 2015- Terri reminded all department chairs to have faculty fill out and turn in their FARM reports for fall 2015.

- 11. Schedule next meeting
Jan 6, 2016, 9:00AM - 12:00 noon.

- 12. Motion to adjourn.
Les moved. Audrey second. All in favor. Motion carried.
Meeting adjourned at 4:02PM

Respectfully submitted;
Marilyn Delorme