
1. **Open comments from Division Chair:** B. Young: Happy to have M. Agopian and C. Patterson with us and welcomed them both back. Distributed division calendar and explained changes due to selection committee dates. This Friday S. Nguyen and B. Loiterman will be attending the IT special users group meeting. At this point it doesn't look like we will have a winter session.

2. **Division Chair Election:** L. Rosas introduced Mona Reddick-Dallas as the new AFT President. He explained the election process to the division and distributed the ballots. L. Rosas announced B. Young has been reelected.

3. **Discussion items:**
   a) **Student Learning Outcomes and assessment:** B. Young is sitting in for S. David in curriculum.
   b) **Committee and ASO club reports:** Y. King: Latino/Latina club going well. B. Young: Veteran's club had BBQ and raised $800. L. Kato: Psychology club was approved and we have thirty students who elected their cabinet. They are interested in research so they invited K. Blackburn.
   c) **Budget:**
      i. Anthropology order on schedule B. Young the fossil order is on schedule.
      ii. SPSS package approved and ordered: B. Young explained we have located funding for this. This will benefit our statistics classes as well as our sociology class.
   d) **Administration of Justice:** M. Reid: Explained the SLO's for Fire and AJ he used the History outline. See attached report. E. Reigadas: as a result of the dialog what are the results. M. Reid: We have made changes to teaching as a result. B. Young: that was a nice report. E. Joiner: How many students participate in the Fire program? B. Young: about 35 per class.
   e) **Anthropology:** S. David: all is well, classes are full, students turning in home work and they are learning. Field trip for Anthropology club going to Bakersfield. Many exciting things.
   f) **Economics:** M. Fradkin: everything is okay, gave first mid-term last week and lost a few people and some stopped attending and they will be dropped. **Textbook Discussion:** Thinking of switching to Norton publishing. Still expensive but other departments are looking into purchasing with Norton also. Has concerns about the online portion. Students will receive homework grades instantly. These tools are useful for our students. It will be cheaper than the current textbook. If we as a division move to
Norton we can get a deal. Anyone else interested? Y. King: there is a book that she may be interested in. The division discussed this option as a whole. L. Rosas suggested E-books and explained how they can save the students money. S. Nguyen previously researched e-books and found it a good option for some departments but not for history. B. Young explained textbook issues at outreach. High school agreement is that they must purchase the books for their students. If they purchase a book they are allowed to use it for three years. L. Rosas explained this division has the most over orders. B. Young: we have some instances of overage but also instances where textbooks were never order for some sections. If you do have an overage you can return them and receive full refund.

I. Summer Program

g) Fire Technologies: See Administration of Justice.

h) History: E. Joiner: On April 16th Ian Rushkin will be presenting “From Wharf Rats to Lords of the Docks” on Wednesday, April 16 at 11:10 in the Music Recital Hall.

i) Political Science: Republican Club is giving a presentation this Friday in NEA 101.

j) Psychology: L. Kato: Working on changing the SLO’s had 7-8 and have condensed them to 4-5.

k) Sociology: Y. King: we’ve discussed offering soc 4 and stats in sociology. Finished the process in ECD system. Sociology 004 Research Methods in sociology is complete and could be offered in the fall or spring 2015. The new course was explained and has a prerequisite Sociology 001. Created the 4-5 SLO’s and aligned them with ISLO’s will be UC/CSU transferable. It could be used in Administration of Justice as well. Since we’ll be getting SPSS she’d like to introduce the students to it. She explained how SPSS will work in the class. B. Young we previously purchased the software but had some issues with it in our lab and discontinued the renewal. Since we are renewing we are back paying on the last two years. Its unlimited usage but only for 40 computer stations. We can offer training in July. B. Loiterman: NEA 124 has been working beautifully. Asked who is using NEA 126? S. Nguyen tried to use it but there were some log in problems. The nurses department has been using it. Y. King: Has concerns about received gift cards from students. B. Young: It should be okay as long as you’re not selling grades. Y. King: Going to a Sociological conference in Oregon.

l) Disaster Preparedness: We confirmed dates that WEC provided to Dr. Tomlinson.

m) Future meetings: See attached calendar

n) End of meeting: 3:40pm
Michael Reid, Instructor AJ

1/26/14 Division Meeting on SLO's

Social and Behavioral Science-Administration of Justice/Fire Technology

What courses were assessed?
Of the 18 courses AJ offered, of those about 9 are offered to students each semester. Most sections are offered at during the day with about 2 courses in the evening, and only 2 of the 9 are offered online. There is a presence in PACE. AJ will offer at least 1 course per Tract and there are 2 tracks. AJ offers 2 courses during a summer session.

There is no distinction between face-to-face classes and online delivery in terms of the SLO’s. All courses that are offered have their SLO’s assessed. All courses in a rotation of courses offered are assessed and all instructors are participating. This is 100% participation from staff.

The number of students in each class has increased each year starting in 2011; however no additional courses are added per semester. Last semester, AJ gave up 2 sections to Anthropology.

AJ student enrollment average class size is at: 39

Fire Technology has 12 courses in the discipline and offers 6 courses each semester. F/T too has an online degree associated with their discipline, and there is no distinction between face-to-face classes and online classes in terms of SLO assessment.

F/T assesses every SLO in all 6 classes offered every semester. Other than the number of SLO’s in each course, F/T and AJ participate, assess, discuss, dialogue and recommendations to change SLO’s are set up at the same time.

Total number of classes participating in SLO’s?
The Aj/FT departments have 100% cooperation from each staff member every semester. SLO’s are assessed and those results are discussed during each meeting at both the beginning and at the end of Fall and Spring cycles. The meeting times are usually after the division meetings each semester, a 3 or 4th meeting is usually after either fall or spring cycle, or at a state chancellors meeting during the month of April yearly. (Total of 4 meeting yearly).

Each course that offers multiple sections is coordinated by me. I present those courses with which SLO’s to measure and when the results are due. Suggestions regarding changing SLO’s are written on a department SLO form, which is circulated at the department meetings. Once these forms are collected at the end of the course, those SLO’s that are measured are placed on the SLO form and those results are forwarded to the SLO coordinator. At the beginning of the following semester this system is revisited, and after the division meeting and the beginning of the AJ/FT program meeting, the SLO’s that were previously measured are discussed with staff.
This is when dialogue regarding the changing of the SLO’s for each course is discussed. After this dialogue changes were made to all courses.

What SLO’s were assessed?
As a result of past meetings, the numbers of SLO’s for each course were reduced by at least 3. In some courses, there were up to 8 SLO’s and no less than 6 in others. So, reducing the number of SLO’s was the top priority. Between 2010 and 2014, the number of SLO’s for all 18 courses offered in the discipline has been reduced to an average of 4.

Objective questions were asked across the spectrum of the courses. In other courses, critical analysis questions were asked and embedded in the department, division and institutional outcomes. Results of those SLO’s were shared with other disciplines. Essay questions were being asked in several courses, and research papers were also infused as part of the course. AJ/FT also participated in the library lab ISLO, however the results have not been obtained yet.

What changes in course instruction will result from any data discovered?
Means of measurement of each SLO’s was changed from multiple choice questions to essay questions. Writing skills were also discussed and staff agreed that students must write a research paper in each of their courses. This change was supported by the decision for each class to participate in Division and Institutional SLO’s. Each course is having their SLO’s rewritten to align with the AJ/FT program, Division, and Institutional SLO’s. Not all courses fit this alignment, however those courses that do will have there SLO’s changed to align.

Identification of skill sets of: ethics, communication, essay and research writing, information technology and computer literacy were all areas of weakness in AJ students. These are PSLO’s and ISLO’s. Courses that carry specific technical skill classes unique to the elements of law are now being asked to participate in multi-discipline assessment questions to also fit their class instruction. Examples; and ethical situation fit AJ and FT, or reading a chart or graph and explain in increase or decrease of women in the workforce, to fit History, Sociology for example.

Some of those technology and or, computer literacy tools are listed but not limited to, etudes.org, turnitin.com, engrade.com, Library Labs, use of surveys at the beginning of the course, and computer technology to measure computer skills assessment of various class activities in different courses in AJ/FT.

The TMC was discussed with AJ/FT staff and as a direct result of this dialogue courses in AJ that were aligned with the TMC was presented and past though campus Curriculum Committee. FT has not completed a TMC yet.
AJ/FT at the program level has an Advisory Board. Meetings with the board to discuss industry standards on the skill set of the ideal applicant. Those recommendations are infused in the AJ/FT department meetings and as results and added as course SLO’s. As a result, some courses had been archived from the schedule of classes. Those courses are Traffic, Independent study, Issues in law Enforcement, and Correctional Procedures. Other courses were added to the schedule of classes; Research Methods in Criminal Justice and Ethics in Criminal Justice. Community Relations is currently having the SLO’s re-evaluated and another text book is being research to be used for instruction for C/M and all courses in the AJ/FT programs.

The issue with archive procedure in the past is corrected. However, some courses which were achieved still showed as courses in the schedule of classes without assessment. This made it look as if courses were not being assessed and reflected on AJ/FT negatively.

**Summary**

Survey questions at the beginning of the course will ask questions about their understanding of SLO’s, TMC, identifying with a discipline, and self-management of time while taking their courses. SLO’s are measured for all courses, with 100% participation from AJ/FT staff. Dialogue with staff at the beginning of the Fall (given SLO’s to measure) and beginning of the Spring (dialogue with staff on previous SLO’s) on means of measurement and changes in SLO’s using a AJ/FT department form. Advisory Board meeting are ongoing to discuss with industry professionals to give our students the best shot at a job. Those meeting results and conclusions are discussed with AF/FT staff and infused in AJ/FT courses. Communicating with the Library to assist AJ/FT students for research assistance is ongoing. The archiving and adding of courses to fit this dialogue all have been done and currently in progress.