- Linda will confirm the format and submission requirements for the Follow Up Report.

- SLO Coordinator Kevin Howell reported as follows:
  1) 3-year SLO Assessment Schedule/Calendar for all Instructional Programs
      - All programs will be on a three-year cycle. All SLOs should be assessed within the three-year period so they can be used for PLOs. PLOs are used in comprehensive program review. Programs can assess more often than every three years as the more data that is available the more improvements that can be made.
  2) SLO Assessment Schedule for Library; and
  3) SLO Assessment Schedule for Learning Services Department
      - The Library and Learning Services are currently assigned to complete SAOs, which is in alignment with most other colleges. However, based on information provided by Dr. Patterson, both will switch to SLOs.
      - Currently, the following programs fall under Learning Services: The Tutoring Center (the lab located in the back of the library), Embedded Tutoring, and the Reading/Writing Lab.
          Of the three tutoring SLOs created last year, two focus on embedded tutoring and the third on the tutoring that occurs in the lab.
          The Reading/Writing Lab has one SLO for the services. Since the Reading/Writing Lab will be switching to SLOs, Kevin recommends expanding to two SLOs – one for the services and one for the tutoring – with a focus on the tutoring.
      - He is currently working with part-time librarian Helen Quintana on the Library SLOs. They have narrowed seven SAOs down to two new SLOs – one for services offered at the reference desk and one for library instruction services provided by former librarian Frank Hoppe.
      - Once the Library and Learning Services switch to SLOs he recommends the programs continue to follow the SAO timeline of annual assessment to align with annual program reviews.
      - All SAOs have been completed by the Library and Learning Services and are current.

1) Program Review (SEMPC)
   - SEMPC completed an evaluation of the program review process last spring. He will request the minutes for that meeting. He will remind SEMPC regarding the evaluation to be completed this spring.
2) Strategic Educational Master Plan (SEMP)
   - The SEMPC Bylaws indicate the SEMP is to be reviewed annually. Coordinator Patterson will notify new SEMPC Co-chair Henry Covarrubias of this requirement.
3) ISER/Accreditation (CART)
   - CART reviewed the process to prepare the ISER last May. CART will review the process to prepare the Follow Up Report when it completes its committee self-evaluation at the last meeting in May.
4) Institution-Set Standards (IR, Academic Senate, President's Cabinet)
   - Director Carrillo is working with the Academic Senate on the ISS. Coordinator Patterson has gathered minutes of several Academic Senate meetings to be used as evidence for the Follow Up Report.
5) Student Learning Outcomes Assessment Cycle/Service Area Outcomes Assessment Cycle (Faculty, Administrators)
   - The faculty survey was launched before the campus closure. The forum will not take place because of campus closure. The data collected from the faculty survey will be used as evidence for the Follow Up Report.
6) Evaluation of Committees (representatives from College Council, Academic Senate, ASG Senate, and President's Cabinet) (includes bylaws review)
   - The scheduled dinner meeting was cancelled because of campus and restaurant closure. Dialogue will continue via email.
7) Campus Hour (Academic Senate, ASG Senate, Instruction Office)
   - Campus closure has shifted the priority for this process. Development of the annual schedule for 2020-21 is in process so any changes to campus hour wouldn't go into effect for another year.
8) Schedule Development and Catalog Development (Enrollment Mgmt. Task Force [EMTF])
   - It was noted that schedule development was discussed during a joint meeting of Instructional Council and EMTF on October 8, 2019. Linda will provide the minutes to Coordinator Patterson.
   - During the joint meeting the decision was made to develop an annual schedule. Development of the 2020-21 schedule has been progressing, but due to the crisis the schedules will need to be re-evaluated.
   - The improvements that were being made to the existing catalog development process have also been impacted by the crisis.
9) Employee Evaluation Process and Procedures
   - Coordinator Patterson has drafted language addressing this item which states that the CHRO will provide a report at the end of the year with the number of evaluations scheduled for the fall and spring semesters this year, and the number of evaluations completed. He will ask CHRO Dougherty to provide additional narrative language to address how the campus closure has impacted the evaluation process.
   - CTA President Mary Jo Wainwright commented that per recent MOUs, faculty and staff evaluations scheduled for this spring will not take place due to campus closure.
10) Professional Development Funding Request Process
   - TALCAS Grant Academic Coordinator Steven Cauchon has been providing the Academic Senate with regular updates regarding Teaching and Learning Center professional development activities.