

Enrollment Services – Graduation - SLO MINUTES

Tuesday, July 26, 2011
SSV 117
11:00-11:30

ATTENDANCE:

PRESENT: Kelly Brogan, Milove Johnson, Kimberly Covell

Meeting began: 11:00 a.m.

1. Discussion on SLO and PLOs

All

Reviewed 08-09 and 09-10 SLOs and provided survey data. Reviewed action plans and obtained input on additional activities for 10-11 not already listed. Reviewed connections between SLO, PLO, ILO and program review. Reviewed and discussed Enrollment Services 2011 survey.

Discussed additional activities that include: updated flyers/posters/brochures, use of email as primary communication with students, additional major change release box on online graduation form.

Data needed:

1. From SLO 09-10 action plan, analyze data of degrees and certificates. Add data to Program review data file for trend analysis.
2. Though some data is qualitative in nature, staff reports that students contact the office more quickly now that email is the primary communication method. Additionally, fewer graduation requests have been held due to a student not declaring a major. There is no system data to support this. It is not tracked in Banner.
3. Ask ITS if a counter on the Graduation Web page could be built.
4. Review survey data and incorporate into SLO where appropriate

Action items:

1. Provide updated data on graduation rates.
2. Review Survey and incorporate Data as applicable.
3. Review program review – specifically noting ILO, PLO, and SLO and the relationship between ILOs, PLOs, SLOs, and Program Review.

Person responsible:

Data – Technical Analyst
Program Review – Office Staff

Deadline:

Meeting adjourned at 11:30