

To: Dr. Dena Maloney, *President*, Taft College
From: Dr. Kimberlee Messina, *Interim President*, Foothill College
Date: December 7, 2015

Subject: Summary of Initial Observations on November 17 PRT Visit

Dear Dr. Maloney:

The Peer Review Team and I would like to thank you for the positive reception we received at Taft in response to the college's request for a visit. We were very pleased to have the opportunity to meet with a broad based group of constituents and committees to discuss the SLO evaluation processes, E-lumen, Program Review, and professional development.

As we discussed in our closing visit with you, the faculty, administration and staff seemed committed to working on the key issues identified in the college's request. The SLO Committee, the Academic Senate and the Professional Development Committee all requested assistance in identifying best practices, and how best to coordinate the SLO assessment, reflection and program review processes. The Strategic Planning Committee expressed that the program review process was clearly understood and that it was reviewed by all constituents and modified annually. This was not the perception of the other committees, however.

There appeared to be some confusion regarding the role of the SLO coordinator with respect to 1) the decision-making processes regarding the schedule of SLO assessments, 2) determining the number of outcomes and frequency of assessment at the course and program levels, and 3) determining what constituted an assessment. There was disagreement on whether documentation of the teaching and assessment occurring at the college "counted" if it was not entered into the E-Lumen tool. In addition, the Professional Development Committee and the SLO Committee seemed to be struggling with how best to provide the needed training and development related to SLOs.

The team noted that there was a lack of clarity overall at the institution regarding the committee charges, the hierarchy of the committees, and exactly how and to whom recommendations were made in order to make and implement policy decisions.

We look forward to sending you our menu of options for consideration in the college's Innovation and Effectiveness Plan, and to providing further assistance in our return visit.

Please contact me if you have any questions.

Best regards,
Kimberlee Messina

CC: Matthew Lee, *Project Director*, Institutional Effectiveness Partnership Initiative