EVC SLOAC Meeting Notes
Friday, February 26, 2016
10:30am-12:00pm
LE 214
Submitted by Brad Carothers

Attendance: Bob, Jovita, Janice, Michael, Nasreen, Brad and special guest star Eric N.

- Eric spoke briefly but made very strong comments as to the importance and full support of the senate towards the work of SLOAC

- **Questions answered by Eric:** membership can be however we define it, overall goal is at least 8 faculty. If we alter makeup from what our original charge was this is no issue, simply notify the senate to alter the charge; If we have any resolutions they will go through the senate; Once we have an official membership list that would go to the senate; a quorum is based on the seats we have filled (faculty who have committed to the committee) and is 50% plus one. Even if someone leaves the meeting early, we can still vote as if we have a quorum unless someone on the committee "calls for a quorum". Then if we do not have one, we cannot vote.

- Long chat about issues faculty (and even members have had downloading and altering the matrix via the web site)
  - it is possible the reason I can read on my mac is because I pay for office for mac, this allows me to read and write on the matrix which I guess is actually a word document
  - using office 365 would not allow faculty to write if they have a mac
  - confusion as to the fact if you use a PC you cannot use the "buttons" such as save on the matrix itself
  - we should have on the web site a link so faculty can submit if they have an issue (stating what operating system they are using and exactly what the problem is) so we can review and have better data than the random complaints we are basing the issue on now
  - We need clear direction on exactly how to write, save, and send a matrix for both a PC and a Mac

- All agreed we need to put to rest "completed" and merge both course sections under the heading "Ongoing"

- **PDD**
  - We agreed we want about 10 mins at the start for the SLOAC awards
  - Nasreen has suggested a 1:05 - 3:00 PM SLO working session. We would like to reserve all the computer rooms in the library and staff each room with at least 2 SLOAC members. This way one division is not stuck in one room that might fill up
- We also would like Lynette to ask Keith for $$ to pay part timers who attend the 1:00 PM session and for flash drives to give all so that we may keep the work completed during this session/ we all agree no pay for part timers until we see proof of a matrix line completed
- We realize the April 1 deadline will be up by this time, but look at this as a last chance session
- Also was brought to our attention a dean who practices "best practices" Lena for business had her group in a room, she checked out laptops, had flash drives, and they had to sit and complete their SLOs