

August, 2009

August 5 Anne Argyriou, Anu Khanna, Jim Haynes and Coleen Lee-Wheat met 1:30-5PM

Discussion continued in regards to Opening Day plans.

August 10 to 20 Anne, Anu and Jim met twice, and created a power point presentation for a bag lunch get together with staff. 19 attended. The feed back was positive and will be used to further enhance the presentation and activities planned for the Opening Day activities at De Anza to be held on the afternoon of September 18.

Anne Argyriou attended a Dean's Meeting and informed them of their roles for Opening Day at De Anza. She spent 45 minutes there and presented two handouts.

August 26

Anu, Coleen and Anne meet from 1:30 to 5:00pm. Anu reported that the SAO bag lunch was a success. The attendees will help facilitate conversation on Opening Day. Anne reported that the Dean's would like an up to date tally. We discussed whether Special Projects classes needed outcomes. For now, we will not require them.

Andrew LaManque attended (for over half the meeting). He noted that we need more concrete (statistical data, numbers) that support the three year plan. i.e. How many classes will instructors assess in the Winter? How many courses will be assessed each year in the future. Anne, Coleen and Anu all voiced their concerns that we do not want to overburden the faculty; capturing their interest and support at this time is the goal. Coleen will bring a template of the "current plan" to the next meeting, Monday Aug 31 for discussion. We discussed what data he needs for the website and the accreditation report that is due in early October. We continued to work together on Opening Day plans. Anu will formalize our ideas for the morning activities. Coleen will work on the website and revisit "instructions for Task 1" for opening days (faculty). Anne will revisit "instructions for Task 2 and Task 3.