



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

**Date: January 5, 2011**

<b>Topic</b>	<b>Discussion</b>	<b>Action/Concern</b>
Scheduling SLO Team Meetings	Discussed conflicts times.	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays: 1:15 – 2:15 pm 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays: 3:00 – 4:00 pm All meetings will be in Admin 109 with exception of January 19 <sup>th</sup> which will be in LCW 16
Scheduling SLO Steering Committee Meetings	Possible agenda items: TracDAT, Flex Day	1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays: 3:00 – 5:00 pm
Senate Presentation to Propose Convocation Day	Rough draft of Letter to the Senate President discussed	Mary will make changes and e-mail to members for further enhancements and approval
Plans for Convocation Day	Discussed that it should model Opening Day but the extent will be shaped by the decisions of Senate and FA. Appendix R, Article 35.2 is a possible vehicle by which to achieve buy in from faculty.	
Planning Committee as suggested by Andres LaManque	Excellent idea.	Formulating such a Committee and establishing its charge is under the purview of the College Council.
Website, data collection.	Website is looking great. Tasks concerning ECMS need to be passed over to Mary and Toño.	Anu will train Mary & Toño on January 19 at 1:30 in LCW 13. Anu will send softcopy of SLO & SLOAC report.

PLO Assessment Workshop	One more should be held.	January 27, 2011 from 3:30 – 5:30. Room TBA (Toño)
SSLO/AUO Workshop		January 28, 2011 from 9:00 – 11:00 am in Admin 109.
Feedback from Curriculum Committee on PLOs	Tuesday, January 11, 2011 the Curriculum Committee, after a short explanation of rubric provided, will review and provide feedback on each set of PLOs.	Toño will work with Anu on Monday to review presentation of task to the Curriculum Committee. Mary will attend Tuesday's Curriculum Committee meeting 2:00 – 3:30 pm in LCW 13.



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**Date: January 12, 2011**

<b>Topic</b>	<b>Discussion</b>	<b>Action/Concern</b>
SSLO/AUO Workshop		Jim presented the flier: January 28, 2011 from 9:00 – 11:00 am in Admin 109.
ACCJC Commission Meeting	Jim reported the commission was impressed with equity based on ethnicity reporting. Need to be cognitive of the Commission’s recommendations applicable to SLOs citing specific Standards.	In reading the accreditation report the team will take special care that these recommendations have been addressed.
Progress on Curriculum Committee Feedback for PLOs	Cover letter to be sent to department chairs was discussed. Curriculum Committee completed approximately 50% of the feedback.	SLO team will complete the feedback to the rest of PLOs on Wednesday, January 19.
Senate Presentation to Propose Convocation Day		Mary will resend letter to team and, barring further suggestions send it on to Senate President on Friday, January 14, 2011.
Plans for Convocation Day	Similar to opening day 2010, the faculty will be charged to choose a task: SLOs, SLOACs, PLOs, PLO Assessment/Timeline/Mapping. Article 27.3.2, Appendix H4 is a possible vehicle by which to achieve buy in from faculty.	Title: “We’re Meeting You Where You Are”
Data Collection(TracDAT)	Discussed necessity of setting a timeline for implementation.	Purchase order being written.
Website, data collection.		Mary: Post PLO Assessment Workshop slides
Newsletter	Add dates of workshops, steering committee members, and outline of possible means of assessing PLOs.	Mary will update and resend for comments. Mary will ask for approval from Jeff.



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**Date: January 19, 2011**

<b>Topic</b>	<b>Discussion</b>	<b>Action/Concern</b>
PLO Assessment Workshop		Toño will send reminder e-mail to all Deans, department chairs and liaisons.
Plans for Convocation Day Title: "We're Meeting You Where You Are"	Article 27.3.2 with Appendix H4 was discussed.	Mary will contact Rich Hansen. Toño will have a filled in Appendix H4 with article on back for meeting with Rich Hansen.
Senate Presentation to Propose Convocation Day		Mary will contact Senate President asking to be added to agenda.
Newsletter	Articles will be proofed.  For next issue ideas are: Top 5 Concerns	Anu will revise Certificate & Degree Outcome Statements article. Mary will send to Marisa first for review. News letter will, at this time, be sent only to faculty.
Conference	Accreditation Institute 2011 will be held at the <a href="#">Napa Valley Marriott Hotel and Spa</a> in Napa, CA on March 18-19, 2011.	Bring registration to the attention of Steering Committee
Curriculum Committee Feedback for PLOs		Team completed feedback on PLOs.



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**Date: January 26, 2011**

Topic	Discussion	Action/Concern
Newsletter		Mary to send January 2011 edition to Gregory Anderson to be sent to faculty through his listserv and to Melissa for publication on the SLO website.
Conferences	Accreditation Institute 2011 will be held at the <a href="#">Napa Valley Marriott Hotel and Spa</a> in Napa, CA on March 18-19, 2011. The Student Learning Outcomes and Assessment Institute will return in 2011. It will be held July 13, 2011 at the Mission Valley Marriott in San Diego	Mary to e-mail Marisa Spatofore to request Toño and Mary attend and suggest that Mallory attends.  Mary and Toño are to register and “pay later” for the Student Learning Outcomes and Assessment Institute.
Plans for Convocation Day Title: “We’re Meeting You Where You Are”	General outline of the activities for the day, possible use of Article 27.3.2 with Appendix H4, and the date of April 15, 2011 were discussed with Rich Hansen..	Rich Hansen will give more feedback as to the wisdom of making it mandatory.
Senate Presentation to Propose Convocation Day	Suggest that flex day agreement may be used. Emphasize benefits to faculty including time to prepare material relating to SLOACs for Annual Program Review update.	Toño to present to the Senate on January 31.
Teaching & Learning Conference	Discussed the desirability of incorporating SLOs process as a presentation.	Toño will consider a presentation on student privacy issues and assessments.
TracDAT	Purchase order is written.	