



SLO Core Team Meeting Minutes

Randy Bryant, Jim Haynes, Anu Khanna, Coleen Lee-Wheat, Mary Pape, Toño Ramirez

Wednesday June 5, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
Academic Senate Presentation	I/D	Jim Mary Toño	SLO presentation was well-received. Concerns about accessibility to SLO statements and frustrations with TracDat reports were expressed.
Newsletter	I/D	Mary Toño	<p>Newsletter is now complete with pictures from the Convocation which were taken by Julie Ceballos. Final corrections were made. Mary will send it out by June 6, 2013.</p> <p>There will be one more SLO Newsletter this academic year. It will be one page only. It's purpose will be to remind faculty to choose an end-of-quarter class project or question as a tool to assess Student Learning Outcome(s) in their class.</p>
Liaisons	I/D/A	All	<p>Discuss next steps</p> <ul style="list-style-type: none"> • Polling current liaisons - Toño • New liaison training – Fall quarter • Opening Days get-together/meeting • Reach out to Division Deans: Let Deans know who the current liaisons for their divisions are and ask for suggestions of others to invite to become liaisons. - Mary
New SSLO/AUO job position	I/D/A	All	The job descriptions for each of the three positions were sent to the Steering Committee. We are waiting to hear back in order to be able to advertize for the SSLO/AUO Coordinator position.
RP presentation	D	All	All but Jim will also register for the 2013 Strengthening Student Success Conference. Cost for presenters is \$350.
Opening Days	D	All	We will request that Brian make some supporting remarks.

			<p>If breakout sessions are part of the plan at either the District Day or the College Day the SLO Team would like to hold one (contact Marisa and Karen/Mayra).</p>
Summer Issues	D	All	<p>Summer core meetings will be Tuesdays from 9:00 – 9:50 am.</p> <p>In addition to the RP Presentation preparation and to Opening Days the core team will handle the following tasks:</p> <ol style="list-style-type: none"> 1. SLO statements for every course need to be accessible to all faculty with and without a TracDat login. For each division Mary will run report in Word/Excel, post it in the Documents section under “Division”, and will e-mail to each Division secretary and/or Dean. 2. Prepare Assessment Workshop for campus faculty and staff 3. TracDat: Reports other than Ad Hoc reports are not running consistently. These reports should be able to reflect active status for a course. Also Mary will explore possibilities for collecting data from Critical Thinking Assessments. TracDat will be updated in August with course changes. 4. Form task force whose purpose will be to give input to next year’s Mission Statement Review Task Force. 5. Draft a “Certificate of SLO Work” for liaisons.



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Wednesday June 12, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
Newsletter	I/D	Mary Toño	The final SLO Newsletter will be a one-page newsletter reminding faculty to assess one or more SLOs in the classes that they are teaching Spring quarter. The newsletter is to emphasize “The Big Picture”, i.e. the need to assess all SLOs and PLOs in order to be prepared to complete the Comprehensive Program Review to be submitted by all departments/areas Spring 2014.
Liaisons	I/D/A	All	Coleen suggested holding the liaison meeting on De Anza’s opening day during the morning refreshment time. This will minimize or even eliminate the possibility of conflicts.
New SSLO/AUO job position	I/D/A	All	Coleen will check into where the approval process is at with Christina Espinosa-Pieb.
RP presentation	D	All	Rowena will be consulted in inquire about covering registration fees for Anu, Mary and Toño since along with Jim we will be presenting.
Opening Days	D	All	Toño will e-mail Mayra (with Christina cc’d) to request a SLO presence during Opening Days. Two options: a) Speak speaking briely (approx. 5 mins) during the campus-wide morning program to(1) remind all faculty that all SLOs must be assessed and completed by spring 2014, (2) issue a call for volunteers to serve on our next ICC assessment project, and (3) remind faculty that as of fall 2013 all SLO statements will be available to the public. B) Alternatively (or in addition offer a workshop on opening day. This would focus on our Critical Thinking assessment project, our next ICC assessment project, and would provide an overview of the outcomes assessment project for those who might night to refresh their memories.
Summer Issues	D	All	Summer core meetings will be Tuesdays from 9:00 – 9:50 am.

			<p>In addition to the RP Presentation preparation and to Opening Days the core team will handle the following tasks:</p> <ol style="list-style-type: none">1. SLO statements for every course need to be accessible to all faculty with and without a TracDat login. For each division Mary will run report in Word/Excel, post it in the Documents section under “Division”, and will e-mail to each Division secretary and/or Dean.2. Prepare Assessment Workshop for campus faculty and staff3. TracDat: Reports other than Ad Hoc reports are not running consistently. These reports should be able to reflect active status for a course. Also Mary will explore possibilities for collecting data from Critical Thinking Assessments. TracDat will be updated in August with course changes.4. Form task force whose purpose will be to give input to next year’s Mission Statement Review Task Force.5. Draft a “Certificate of SLO Work” for liaisons.
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SLO Core Team Meeting Minutes

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Wednesday June 19, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
Newsletter	I/D	Mary Toño	The last SLO Newsletter of the year has been distributed. This one-page newsletter emphasized the importance of assessing SLOs and PLOs as part of the “Big Picture” as departments prepare for the Comprehensive Program Review.
Liaisons	I/D/A	All	No new volunteers at this time.
New SSLO/AUO job position	I/D/A	All	No news at this time.
Summer Issues	D	All	<p>Summer core meetings will be Tuesdays from 9:00 – 9:50 am.</p> <p>We reviewed, prioritized, and added to previous list</p> <ol style="list-style-type: none"> 1. RP Presentation preparation 2. Set summer Steering Committee meeting 3. Opening Days SLO presence 4. SLO statements for every course need to be accessible to all faculty with and without a TracDat login. For each division Mary will run report in Word/Excel, post it in the Documents section under “Division”, and will e-mail to each Division secretary and/or Dean. 5. Prepare Assessment Workshop for campus faculty and staff 6. TracDat: Reports other than Ad Hoc reports are not running consistently. These reports should be able to reflect active status for a course. Also Mary will explore possibilities for collecting data from Critical Thinking Assessments. TracDat will be updated in August with course changes. 7. Form task force whose purpose will be to give input to next year’s Mission Statement Review Task Force.

			<p>8. Draft a “Certificate of SLO Work” for liaisons.</p> <p>9. New Faculty presentation is set for September 10th from 11:15-11:45 am. Jackie has requested a presentation similar to last years.</p>
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