



SLO Core Team Meeting Minutes

Present: Veronica Avila, Coleen Lee-Wheat, Mallory Newell, Mary Pape, Toño Ramirez,

Thursday, December 1, 2016, AT 203D, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
November Minutes	D/A	Mary	Core team minutes for November were approved. Mary will post.
Steering Committee Meeting	I/D	Toño	Toño will prepare agenda for Steering Committee meeting to be held on December 15, 2016 from 3:00 -3:30 pm in Admin 109. Potential agenda items: <ul style="list-style-type: none"> • 2017 Convocation • SLO Core Team’s part in accreditation work. • Update on Cycle 2 Assessments
AUO/SSLO	I/D	Veronica	Workshops: <ul style="list-style-type: none"> • Wednesday Oct. 26, 10am-12pm, Library, computer lab rm. 113 This workshop had no attendees so a form for future SSLO/AUO workshops was created for registration and link provided from website. • Wednesday Nov. 16, 10am-12pm, Library, computer lab rm. 113 Attendees: Veronica Aparicio, Erick Aragon, Eric Flores, Allison Largent, Andrea Sanata Cruz, Mary Sullivan • Wednesday Nov. 30, 10am-12pm, Staff Development Computer Lab, MLC 246 In spite of the fact that some people registered, no one attended.
SLO Workshops	I	Mary	Workshops: <ol style="list-style-type: none"> 1) Program Review <ul style="list-style-type: none"> • Thursday Dec 1, 3:30 – 4:20 pm, AT 205 • Friday Dec 2, 1:00 – 2:00 pm, Library Computer Room 2) General <ul style="list-style-type: none"> • Friday Dec 9, 1:00 – 2:00 pm, Library Computer Room
Program Review	I/D	All	IPBT Decisions:

			<ul style="list-style-type: none"> • Acquiesced that the date of March 3 for the Convocation seems optimum given the constraints of the District Convocation falling on April 28th. • Program Review will be due to the Deans on March 24 which is the Friday before finals week. <p>Request sent to Veronica Neal for link to where Division Equity plans may be viewed for reference while answering question/response III.D.</p>
Convocation	D/A	All	<p>Date: March 3 Theme: Communication and Expression <u>Location: VPAC</u></p> <p>The agenda for the event needs to be set so if we need a crew Tony Arellano from facilities can start to make arrangements. Depending on the instructors who decide to perform for us, there may be stage set-up, lighting, sound etc. We might have to pay a crew four hours to help us out even if the show is only one hour. So getting a commitment soon plus an idea of the logistics is important.</p> <p>Workshops will be held in AT 204, MCC, and ART 132 as needed. Lunch in A & B Conference Rooms of Hinson Center</p> <p><u>Possible Presentations/Workshops</u> Diana Argabrite from the Euphrate will already have an exhibit and a sculpture. There will be room to have a group meet in that area.</p> <p>Cecilia Deck's proposal. 45-50 minutes "How to teach students to write a story and communicate through journalism. Anyone can be a journalist."</p> <p>In Euphrate a student will work with Cecilia to give an overview of the process. Student will interview Diana Argabrite about one of the</p>

			<p>exhibits in the Euphrate. The audience and student will take notes then develop "lead lines" Popcorn style share "lead lines" Then critique them together and decide what might be the best one for a story.</p> <p>Ken Weisner to have some of his students read some of their works from the Red Wheel barrel.</p> <p>Vernon Gallegos has volunteered to present Salsa and/or hip hop.</p> <p>Engineering Robotic club The club advisor Manizheh Zand will be contacted. Coleen mentioned a catapult project that occurred several years ago.</p> <p>Mary Kaye and Service Excellence: Body Language and making students feel welcome.</p> <p>SLO workshop for adjunct faculty.</p> <p>Mary: Program Review workshop for Chairs.</p>
Accreditation	A	Amy, Mary	Amy and Mary will be entering assessments from Fall 2016 for courses each has taught both online and face-to-face.



SLO Core Team Meeting Minutes

Present: Veronica Avila, Mallory Newell, Mary Pape, Toño Ramirez,

Thursday, December 8, 2016, AT 203D, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee And Core Meetings for Winter 2017	I/D	Toño	<p>Steering Committee meeting set for December 15 is canceled and will be rescheduled for Winter 2017. Toño will handle rescheduling and agenda.</p> <p>Weekly core meetings for Winter 2017 will be held on Tuesdays from 12:30 – 1:20 pm in Admin 117 (Academic Senate Office). Mary will handle calendaring and agendas.</p>
AUO/SSLO	I/D	Veronica	<p>Veronica has had one-on-one sessions to assist the following with SSLO/AUO assessments: Cynthia Kaufman, VIDA, Wed. Oct. 26, Nov. 9 (includes pre and post phone conversations) Mary Sullivan, Health Services, Nov. 22 (includes pre and post phone conversations) Veronica Aparacio, Admissions, Dec. 14 Kristin Skager, LinC, Oct. 11</p> <p>Additionally Veronica has contacted and connected with the divisions and departments to further assist them in the SSLO and AUO process of either entering information onto TracDat and/or completing current the SSLO and AUO cycle. These divisions and departments comprise: Custodial Services, Dining Services, Grounds, Office of Educational Resources, Counseling, Financial Aid, Psych Services, Budget and Personnel, Cashier, Admission and Evaluations, Assessment, Veterans, Printing Services , EOPS, College Life, DSPS Hope, EDC, Academic Support Services, Student Success and Retention Services, International Students, Puente, and Transfer Center.</p>

SLO Website Updates	I	Toño	Toño will be tweaking the ICC pages and will create the site to showcase Speech department work as part of assessment of Information Literacy.
Newsletter	I/D	Mary	Short news letter was sent Tuesday, December 12 to all faculty through Division Assistants announcing the final SLO Workshop for the quarter.
SLO Workshops	I	Mary	<p>Certificates were placed in the mailboxes of all those participating in SLO Assessment or Program Review Workshops during Fall 2016 quarter.</p> <p>Workshops:</p> <p>1) Program Review (All information is posted at http://www.deanza.edu/slo/programreviewnew.html)</p> <ul style="list-style-type: none"> • Thursday Dec 1, 3:30 – 4:20 pm, AT 205 Attendees: Diana Aves de Lima, Patricia Buchner, Mark Fu, Byron Lilly, Moto Ohtake, Diane Pierce, • Friday Dec 2, 1:00 – 2:00 pm, Library Computer Room Attendees: Russell Hong, Shagun Kaur, Dona Stasio <p>2) General</p> <ul style="list-style-type: none"> • Friday Dec 9, 1:00 – 2:00 pm, Library Computer Room
Accreditation	D/A	All	<p>Susan Cheu requested evidence to show that the college is utilizing its SLO data to improve its teaching methodologies.</p> <p>Mary ran a report showing each SLO statement with the enhancement planned resulting from the assessment of that outcome. Toño has created a “blind” folder called Accreditation 2017 on the SLO website which will be used to house documents to be linked to in self-study report. The link to this particular report is http://www.deanza.edu/slo/accreditation_2017/Enhancements.pdf</p>
Program Review	I/D	All	<p>IPBT Decisions:</p> <ul style="list-style-type: none"> • Acquiesced that the date of March 3 for the Convocation seems optimum given the constraints of the District

			<p>Convocation falling on April 28th.</p> <ul style="list-style-type: none"> • Program Review will be due to the Deans on March 24 which is the Friday before finals week. <p>Request was sent to Veronica Neal to provide a link to Division Equity Plans so that faculty can view these for reference while answering question/response III.D on the APRU. Instead she will send these plans to Mary who will then forward as appropriate to Department Chairs and leads.</p>
Convocation	D/A	All	<p>Date: March 3 Theme: Communication and Expression <u>Location: VPAC</u> Tony Arellano facilities director</p> <p>Workshops will be held in AT 204, MCC, and ART 132 as needed.</p> <p>Lunch in A & B Conference Rooms of Hinson Center</p> <p><u>Possible Presentations for Opening Session</u> Diana Argabrite from the Euphrate will already have an exhibit and a sculpture. There will be room to have a group meet in that area.</p> <p>Ken Weisner to have some of his students read some of their works from the Red Wheel barrel.</p> <p>Vernon Gallegos volunteered for Salsa and/or hip hop. Need to use USB for music and lights if possible. Need to know how long for each dance.</p> <p>Maybe we could have one dance and then several students teach some volunteers from the audience to do a few steps. It would be cool to hear what they feel are the important things to feel as one is</p>

			<p>learning to dance.</p> <p>Engineering Robotic club: Manizheh Zand is the club advisor. Some possible ideas for their participation: explore something from assignments for the introduction to engineering course; or present the catapult project that occurred several years ago - maybe a set of photos with a bit of oral explanation regarding their assessment processes; or something about the cultural aspects of engineering.</p> <p><u>Possible Workshops</u></p> <p>Cecilia Deck's proposal. 45-50 minutes "How to teach students to write a story and communicate through journalism. Anyone can be a journalist."</p> <p>In Euphrate a student will work with Cecilia to give an overview of the process. Student will interview Diana Argabrite about one of the exhibits in the Euphrate. The audience and student will take notes then develop "lead lines" Popcorn style share "lead lines" Then critique them together and decide what might be the best one for a story.</p> <p>SLO workshop for adjunct faculty.</p> <p>Mary: Program Review workshop for Chairs.</p> <p><i>Still to be contacted:</i></p> <p>Mary Kaye and Service Excellence: Body Language and making</p>
--	--	--	---

			<p>students feel welcome. Mary will contact</p> <p>Sal Breiter – Creative Minds class (Opening Session) Toño will contact.</p> <p>Eugene Rodriguez on how to critique work. Workshop Mary will contact.</p> <p>Lenore Desilets with workshop on Statistics. Mary will contact.</p>
--	--	--	--