De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college’s Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Global, cultural, social and environmental awareness
- Critical thinking

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION LEADER(S)</th>
<th>OUTCOME/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes from previous meeting Distributed via e-mail and displayed: Draft Jan. 14 notes</td>
<td>Spatafore</td>
<td>Accepted</td>
</tr>
<tr>
<td>Reminders: Accreditation visit dates: Oct. 24-27; Accreditation Institute March 18-19; communication to team members</td>
<td>Spatafore/All</td>
<td>Anderson, Haynes, LaManque, Lee-Wheat, Pape, Ramirez, Spatafore and Tomaneng will attend the statewide Academic Senate Accreditation Institute; those present discussed minor logistics. Spatafore noted that ACCJC’s letter accepting the college’s follow-up report is posted on the Accreditation webpage. She encouraged tri-chairs to communicate all relevant information to the rest of their teams.</td>
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<tr>
<td>Method of providing edits/ Updated timeline</td>
<td>Jenkins/Spatafore</td>
<td>A timeline with moderate adjustments was displayed, discussed and will be posted on the accreditation webpage. Jenkins reviewed the manner in which she needs to receive first draft responses in order to maintain accuracy, clarity, consistency and formatting. Documents are to be returned to Jenkins by or on March 11.</td>
</tr>
<tr>
<td>Responses, queries, discussion re first edit: Standards I-IV</td>
<td>Team leaders</td>
<td>Discussion of the drafts was brief, as teams are working internally to respond to the first round of edits. President Brian Murphy is eager to review. The goal is to send out the second draft in toto in order for all to have a holistic view of the document. LaManque noted that the report must address the previous visiting team recommendation to</td>
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the district regarding retiree benefits funding.

Pape had provided her update via e-mail:

I. Convocation Day is set for Friday, April 15. Closing the Loop: Outcomes-Based Assessment Leading to Annual Program Review Update. Anticipated Outcomes:
   1. Timeline completed for all programs/certificates/degrees
   2. Mapping complete for at least one Program/Certificate/Degree
   3. 100% of SLOs written and entered
   4. 60% of courses have complete SLOACs entered on ECMS
   5. Assessments chosen as evidence for Annual Program Review Update

II. Workshop for SLO Liaisons and Department Chairs will be held with the following goals:
   1. Work with individual departments/programs to determine where they’re at, with respect to the big picture
   2. Assist individual departments in identifying and implementing their next step(s) in the SLO work in order to maximize efficiency during the April 15 Convocation Day.
   3. Assist individual departments in using their SLOAC documents to complete relevant sections of this year’s Annual Program Review Update.

This workshop will be presented two times: Friday, March 11 from 10 a.m.-12 p.m. (Student Services Conference Room) and again on Wednesday, March 16 from 2:30-4:30 p.m. (Don Bautista Room).

III. Second issue of the SLO Newsletter will be out in March.

IV. In the process of informing department chairs through their deans of the data that is currently on ECMS with respect to the SLOAC work. This is intended to make both the workshops and the Convocation Day more productive and valuable. Errors need to be reconciled and more SLOACs need to be entered as we move toward the sustainability of the SLO Process and to the accreditation site visit.

Haynes reported there was a program level outcomes workshop in January, and that almost 100% of SLOs have been written and entered into ECMS. The SLO process was tightened and will improve...
curriculum process. Student Services SAOs are being sent to him. He has been meeting with groups about the outcomes, and assessments are moving forward. Annual updates are due the first week of May; SAOs, AUOs and measurements should be completed. The procurement of TracDat is in progress and resides with Purchasing. He underscored that curriculum will not be approved unless SLOs and assessments are attached; Khanna has created a rubric that will be incorporated into Standard II.

Marquez and Cook reported that the governance task force has revisited the proposed template, will bring it to the March 10 College Council meeting and will send to governance groups for feedback.

Revisiting college research website: ([http://www.deanza.edu/ir/](http://www.deanza.edu/ir/)); viewing accreditation website ([http://deanza.edu/accreditation](http://deanza.edu/accreditation)); webpage with all evidence

Newell; Jenkins/Spatafore/All

As recommended, Newell had made a few edits to the Institutional Research webpage for clarity. The page was viewed and complimented.

Haynes proposed that key evidence and references for the Self-Study—e.g., strategic initiatives, the Educational Master Plan, ICCs, State of the College reports, program reviews and values statements—be made more easily and clearly available on the Accreditation webpage. Discussion ensued; it was agreed that having such items on individual web pages could resolve this. It was noted that Institutional Research and strategic planning pages should be reviewed for what might be combined and updated. Spatafore said that a central repository of evidence and related references in the Self-Study will be developed for ease of use of the accreditation visiting team.

LaManque noted a Standard I planning agenda recommendation on overall institutional planning and the coordination of the various elements of the six-year planning cycle. Discussion ensued regarding how this need dovetails with the work of the governance task force.

Quick items

All

None

Next meeting: March 11?

All

Agreed