

SLO Core Team Meeting Minutes

Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape, Toño Ramirez, Dawn Lee Tu

Tuesday, March 6, AT 203C, 12:30 - 1:20 pm

TOPIC	Purpose	LEADER	Notes
February Minutes	D/A	Mary	Minutes approved. Mary will post on website.
2018 Convocation	I/D/A	All	General session presentations were right on the mark both in so far as time and topic. Alicia and students from Environmental Sciences and John from Dining Services presented their assessment of the project aptly named Collaborative and Engaged Learning. The students evidenced that they had certainly learned the connection between sustainability and food production. Russell Hong reported out on their successes with funds received from LOAC award.  Meaningful discussions surrounding assessing equity and Civic Capacity for global, cultural, social and environmental justice ensued at the breakout sessions: Bob Stockwell "Community Service Learning/Civic Engagement Classes", Michael Chang and Christine Chai "APALI, Ron Kleinman," High School Outreach: Making the case for De Anza, Ron Kleinman "High School Outreach: Making the case for De Anza",  Toño Ramirez "Setting Our Own Targets: A Critical Look at Outcomes Assessment", and Cynthia Kaufman Helping Students develop their Civic Capacity.  The following workshops focused on the "Nuts & Bolts" of conducting assessments were also well-attended: Veronica Acevedo Avila "Imaginatively Thinking about SSLOs and AUOs", Mary Pape "Program Review for Chairs, and Amy SLOs for Adjunct Faculty

			During the lunchtime gathering, Rich Booher & Jim Nguyen introduced the attendees to a group of students representing Student Voices. The purpose of Student Voices is to allow students to present, unfiltered, their thoughts on life as a De Anza College student. This certainly proved to be a live and ongoing assessment of equity. As the students were answering questions presented to them, all were collecting data. Reflections were collected via a virtual "Suggestion Box" that all attendees were invited to have input for. The discussions expanded as Social Studies and Humanities faculty held a discussion on their own reactions to what the students had stated. Some points brought forth:  • Validation of the students' concerns brought forth on the day of the Convocation  • The need for a place as student will feel comfortable turning to when a victim of harassment. Some ideas included Marc Coronado in Women's Studies, Gen Miller Room.  • Title IX ramifications  Thus, the reflection and analysis part is currently being "worked on" and the SLO team looks forward to the Enhancement stage.  In spite of the rain, attendees were treated to a tour of Environmental Studies Area with Diana Martinez to learn about Environmental Sustainability and Social Justice.  The day's events closed with faculty working in departments/areas on assessments and program review report.
Accreditation	I/D/A	All	Proofing syllabi for correct SLO statements:  • BCAT Division double checked
			Mary will follow up on CA
			• Amy will work with LA arts making sure that there is a copy
			of all syllabi available 24/7
			Anu checking IIS on Friday 2/23

	<ul> <li>Just a few more SLO statements to collect and/or enter:</li> <li>PARA 65W done in ECMS and Improve</li> <li>SLO statement for ELIT 78(X-Z) and ELIT 78H(X-Z):     Differentiate a variety of contexts, as well as responses, statements, and analyses associated with course subject.</li> <li>Still waiting on the SLO statement(s) for LART 78.</li> </ul>
--	---



SLO Core Team Meeting Agenda
Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape, Toño Ramirez, Dawn Lee Tu

Tuesday, March 13, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
2018 Convocation	I/D/A	All	Assessment – Collaboration between Dining Services and
			Environmental Science
			SLO: Analyze the connection between sustainability and food production
			<u> </u>
			Method: Focus Group
			Data Summary: SLO: "I love this class for bringing us together as a community; unlike many, we don't sit and watch a lecture,
			we engage in group work and even have the opportunity to
			work with a garden. It's therapeutic, even the HW is fun. Lol"
			Reflection: Students are engaged
			Enhancement: Certificates offered by Environmental Studies
			are being updated to include more internship work.
			SSH Equity Committee focused their agenda of the meeting held
			March 8, 2018 on reflection and enhancement possibilities generated
			by the 2018 Convocation. The committee found the collaboration
			taking place between Dining Services and Environmental Studies to
			be true example of developing civic capacity within our students. Ron
			Kleinman's "High School Outreach: Making the case for De Anza"
			presentation portrayed how one department, CIS, had tangible
			evidence of why high school graduates interested in a career in
			technology should choose De Anza College for their first two years of
			study. The consensus being that both broad outreach and targeted
			outreach efforts such as this one for CIS are necessary.

			The SSH Committee felt the panel of students representing Student Voices was both We need to address their concerns. Pronouns important. Increase participation. Permission ahead of time. Psych five pairs shoes Policies for 16 yr olds Engage buddy system – faculty suggested.
Accreditation	I/D/A	All	<ul> <li>Proofing syllabi for correct SLO statements:</li> <li>Amy will work with LA arts making sure that there is a copy of all syllabi available 24/7</li> <li>Anu checking IIS on Friday 2/23</li> <li>&gt;</li></ul>
Nuventive Improve	I/D	Mary	Now with the ability to tag courses other than Active home pages will reflect better where each department stands.  Remove flags from PLOs since our delineation of program level outcome has changed.
Workshops/Office Hours	I/D/A	All	Mary attended Sign Language Department Meeting with Edmundo and faculty Michael Cheung and David Rawson. SIGN 1 has assessments for each SLO. For this course it would be appropriate to combine SLO 1 and SLO 2. For SIGN 2 methods of assessment were entered for each SLO. David with the help of Michael will follow up

Namelana		A 11	with the assessments by the end of Winter 2018. SIGN 3 is being tagged as PENDING – NOT CURRENTLY TAUGHT.  Office Hours: Cynthia Kaufman, Meghan Kensler (Phone) Program Review Questions:Maureen Miramontes, Patricia Bucher (phone)  Tono met with Loubna Hafid; Chantal Thao; Larissa Chiriaeva; Diana Ferrara; Edmundo Norte; and Dariush Gilani on the afternoon of Convocation day. His ask of them is  1) Review the SLOs for their respective courses (available either by looking up the course outline in ECMS or by looking at this spreadsheet). In most cases, the SLOs remain the same for all courses in each language sequence.  2) For each SLO in each course, please provide a. The method that you plan to use to assess this SLO (this can be an exam, class project, oral presentation—really anything that you like) b. A 'target for success'—essentially an arbitrary figure that you'll use to determine whether your assessment shows that students are achieving the SLO to your satisfaction  Upon receipt of this information, Toño will send electronic assignments from Improve.
Newsletter	D/A	All	<ul> <li>Future Newsletter topic ideas</li> <li>Environmental Studies and Dining Services assessment of ILO</li> <li>Reflection and enhancement as follow-up to Student Voices panel discussion during lunch time of Convocational</li> <li>PLO policy article by Toño. Essentially this outlines that the SLO Coordinators were originally given the incorrect information on what areas must have program level outcomes</li> </ul>

	<ul> <li>but have come to confirm that only those areas offering certificates/degrees must have them. It will be pointed out that all certificates and degrees in De Anza College Catalog contain the program level outcomes. To complicate matter further, these are termed "SLOs". They are student learning outcomes at the program level.</li> <li>Ideas for assessing PLOs such as Exit Survey At Amy's request, Russell (Chair of Communication Studies Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in March SLO Newsletter.</li> <li>Mantra to shout out to all departments: each meeting should have SLOs as agenda item and Minutes of all meetings whould be posted on TracDat.</li> </ul>
--	--



## SLO Core Team Meeting Minutes

<del>Veronica Avila</del>, <del>Anu Khanna</del>, <del>Coleen Lee-Wheat</del>, Amy Leonard, Mallory Newell, <del>Jim Nguyen</del>, Mary Pape, Toño Ramirez, <del>Dawn Lee Tu</del>

Tuesday, March 20, AT 203C, 12:30 - 1:20 pm

TOPIC	Purpose	LEADER	Notes
ACCJC Annual report	I/D/A	Mallory	Student Services and Learning Support:
			2015: 48 & with ongoing assessments 48;
			2016: 48 & with ongoing assessments 48;;
			2017: 30 & with ongoing assessments 30
			Note: There has been reorganization with Academic Services assuming
			a larger role.
			Courses:
			2015: 1031 & with ongoing assessments 866;
			2016: 1104 & with ongoing assessments 1104;
			2017: 1122 & with ongoing assessments 1122
			Note: These numbers reflect the courses actually being taught in all
			years. For example, many areas never offer their Special Projects
			course.
			Program Level Outcomes
			2015: 57 & with ongoing assessments 49;
			2016: 26 & with ongoing assessments 24;
			2017: 33 & with ongoing assessments 29
			Note: Only those areas offering certificates and/or degrees are
			required to have Program Level Outcomes. Here I am counting some
			methods of assessment as with ongoing assessments.
2018 Convocation	I/D/A	All	Assessments thus far:
			SLO Convocation 2018

Mary Pape, Toño Ramirez, Veronica Avila
ICC Assessed:
CIVIC CAPACITY FOR GLOBAL, CULTURAL, SOCIAL & ENVIRONMENTAL JUSTICE
Students will recognize their role as local, national, and global citizens. They will participate in a democratic process, respect social and cultural diversity, appreciate the complexity of the physical world, and understand the significance of both environmental sustainability and social justice.
SLO Statement:
Participants will be able to identify one new way to foster equity through assessments
Assessment Method:
Student Voices, a group of current Social Science students, will speak during the SLO Convocation lunchtime gathering. The Student Voices panel, which consists of six students from Social Science classes, will present unfiltered thoughts about life as a De Anza student. Students will be asked about problems they have encountered while attending De Anza, as well as what they see as most beneficial about attending the college.
Assessment Summary:
The panel resulted in a lively and candid discussion about life at De

Anza. The first question regarding what they least enjoyed led to an intense discussion about sexual harassment, dealings with peace officers, safe spaces, and appropriate on campus services, such as Psychological Services.

Students also reflected on what has worked for them, mainly emphasizing the important of building trusting relationships with faculty and staff.

## **Reflection:**

Students candor about sexual harassment, focusing on one particular faculty member who is no longer at De Anza, and their lack of feeling safe caused the SLO team and the Social Science faculty, who invited Student Voices, to think deeply about how best to build a physically and emotionally safe environment. Although the women panelists addressed above stated issues, the men were also in agreement with the lack of safety. The latter included dim or no lighting on campus and in parking lots, poor escort services, and slow police response.

Reflections from faculty were collected via a virtual "suggestion box" that was sent to all attendees.

## **Enhancement:**

The Student Voices panel addressed serious campus issues, which led to a follow-up meeting initiated by Social Science faculty. The SLO team was invited to this meeting, and Mary Pape and Veronica Avila attended. Faculty discussed the need for students to feel safe in both reporting harassment incidences and in creating a physically safe space for women.

Faculty shared how impressed they were with students' honesty and integrity as panelists. But students' comments raised numerous questions about safety and security on campus. It seemed apparent that students were not aware of their resources, resources need improvement, and students were unaware of how to best use current resources. The other issue mentioned was that one panelist

			was only sixteen years of age. Her age raised concerns about how the campus accommodates and provides for minors.  The general consensus at this meeting was for the campus to provide knowledge about current resources, have a visible harassment policy, and adhere to title nine regulations. Suggestions, such as creating visible and accessible campus maps, encouraging buddy systems for students who feel unsafe walking to their vehicles, and working closely with peace officers to ensure safety outside of the classroom were discussed.  Furthermore, faculty discussed the need to examine current systems in place, such as campus lighting, blue lights, and emergency trainings to ensure these systems work, and to fix them if they do not currently function.  Faculty also discussed emotional and psychological services, such as the Jean Miller Resource Room, Psychological Services, and the Women's Studies venue. But it was evident that these places demand more attention; students should know about these resources and faculty should be knowledgeable about them as well.  Faculty also recommended another follow-up meeting in which these panelists could also be included. This next meeting is currently schedule for March 22, 2018.
Accreditation	I/D/A	All	Proofing syllabi for correct SLO statements: At the Deans' meeting of 3/22 Mallory will request that Deans support SLO Coordinators' efforts to review syllabi for SLO statements.  >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

			Ctill weiting on the CLO statement(s) for LADT 70 December Online
			Still waiting on the SLO statement(s) for LART 78. Roseanne Quinn
			wrote that Veroica A. and Chelsea were working on it.
			>>>>>>>>>
			Mary will update and complete the page with assessments over the
			break: <a href="http://deanza.edu/slo/assessment.html">http://deanza.edu/slo/assessment.html</a> . She will also provide
COL O /A LIO	T/D	***	stick with all pertinent documents.
SSLO/AUO	I/D	Veronica	Veronica continues to meet with SSLO teams. Here are dates/times of
			these meetings:
			Feb. 27, 10am-11am, Outreach
			Feb. 27, 11-12noon, Admissions and Evaluations
			Feb. 28, 11:30am-12:30pm, Financial Aid
			March 6, 11am-12noon, Umoja, Student Success and Retention
			Services (SSRS)
			March 7, 10am-11am, First Year Experience, SSRS
			March 7, 11am-12noon, Counseling Services
			March 7, 12-1pm, Career Life Courses, Counseling Services
			March 13, 11am-12noon, Veteran Services, Admissions
			The above meetings involved both inputting data into Nuventive,
			teaching faculty and staff the SLO process/cycle, and working with
			staff and faculty on specific issues as related to the SLO process and
			their departments and divisions.
LOAC Award	I/D/A	All	ESL is interested in applying for a LOAC award next year.
Workshops/Office	I/D/A	All	Amy:1. Met with Maria Marin Thursday, March 15th, Monday, March
Hours			19th, & Monday, March 5th.
			2. Met with Clara Lam, Letty Wong, & Webster Hamilton 5 times over
			the quarter via in-person and e-mail to complete SLOs for ESL
			assigned course.
			3. Met with Charles Lee on March 12th to complete his SLO work on
			his assigned ESL course
			4. Met with Linda Yee March 8th to complete SLOs for her ESL
			assigned course
			5. Met with Michele Dubarry to discuss SLOs on curriculum update

			6. Met with Cecilia Deck about Journalism SLOs on March 9th  Mary: ADMJ (3/20/2018), CD (3/19/2018) in person concerning  Program Review
Newsletter	D/A	All	Future Newsletter topic ideas  PLO policy article by Toño. (See minutes of 3/13/2018).  Ideas for assessing PLOs such as Exit Survey. At Amy's request, Russell (Chair of Communication Studies Department) to share how they assess their Program Level Outcomes.  Mantra to shout out to all departments: each meeting should have SLOs as agenda item and Minutes of all meetings would be posted on TracDat.  Reflection and enhancement as follow-up to Student Voices panel discussion during lunch time of Convocational.  Explanation of new Curriculum Committee SLO signature form for 2019