



SLO Core Team Meeting Minutes

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

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

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	Toño Mary	Next meeting May 16, 2013 at 3:30 pm (This immediately follows Spring Fling) Topics to be included: <ul style="list-style-type: none"> • Report on 3rd Annual SLO Convocation • Report out on SLO I, SLO/SSLO/AUO, and SSLO/AUO Facilitator Job descriptions • Stipends for Convocation for adjunct faculty • Rejuvenate the SLO liaison model
Governance Assessment Due June 5, 2013	I/D/A	All	Drafted responses. Mary will input responses to online form.
ACCJC Planning Agendas Report	D/A	Jim Mary	Due May 31, 2013 Mary will contact Margaret Bdzil to inquire if any other programs do or should have exit exams.
Convocation & Global, Cultural, Social and Environmental Awareness	I/D	All	The panelists: Lori Clinchard (Humanities), Jeff Schinske (Biology), and Matt Trosper (PE) were especially well received. The team is considering changing the name of the Convocation to reflect what it has become – a campus-wide dialogue of the pressing issues. This issues may include SLO/SSLO/AUO work, Program Review, pedagogy techniques, and the possibilities go on. Perhaps simply “All Campus Convocation”
Newsletter	D	Mary Toño	Proposed articles: <ul style="list-style-type: none"> • 3rd Annual SLO Convocation • Progress on Assessing Critical Thinking

			<ul style="list-style-type: none"> • National Community College Benchmark Project http://www.nccbp.org/ . • Article to explain the “bigger picture” of the SLO/SSLO/AUO process, that is, the 5 year plan • SSLO/AUO Update article
Critical Thinking Assessment	I	Toño	Toño will e-mail alpha testers to remind them to submit their assessments.
Academic Senate	I	Mary	Presentation in May summarizing SLO work: ICCs, TracDat, etc.



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Wednesday May 15, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	All	The draft of the Agenda for Steering Committee Meeting was discussed and updated.
ACCJC Planning Agendas Report	D/A	Jim Mary	Due May 31, 2013. Still need answers to planning agendas for IL.B.4
APRU	I/D	Mary	2012-13 APRUs are up on De Anza's Website Next year will be the Comprehensive Program Review. After analyzing this year's process, it was decided that we need to reach out to each department chair or area coordinator. We must not rely on the Dean's to perform this function. Workshops need to be held for chairs and deans. Preferably these workshops should take place during Winter quarter. Also, we will train the liaisons in answering Program Review questions especially in regards to entering responses into TracDat.
Newsletter	D	Mary Toño	Next Newsletter is in progress. We will include pictures from 3 rd Annual Convocation.
Critical Thinking Assessment	I	Toño	Only six assessments have been received. There was a total of approximately 20 alpha testers. The question is whether this means that the rubric is not applicable for assessing critical thinking or is it just that faculty are overwhelmed by all the tasks they must complete.
Academic Senate	I	Mary	Presentation in May summarizing SLO work: ICCs, TracDat, etc.



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Wednesday May 22, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
SLO Steering Committee Meeting of May 16, 2013	D/A	All	<p>Discussed the implementation of the following directives from the committee meeting:</p> <ul style="list-style-type: none"> • The position descriptions for SLO Coordinator, SLO/SSLO/AUO Coordinator, and SSLO/AUO facilitator will be sent to the Steering Committee for final approval. June 6 will be the date that we will request approval by the committee. Jim will send Mary SSLO/AUO facilitator job description. Mary will e-mail all three job descriptions to the SLO Steering Committee. The position for SLO/SSLO/AUO facilitator will be advertised not only through Academic Senate but also campus-wide since classified staff person could also hold this position. • Feedback concerning the Comprehensive Review for 2013-14 was discussed. Questions will not differ much from 2013 APRU but the process of looking backward 5 years and planning ahead for the next five years will be added. When asking questions concerning the future the questions need to be set in a context of reality such as the Student Success Act, funding, etc. • Liaison model is to be reintroduced. Recruitment of liaisons will occur through AS Senators and the Department Chairs.
Flexible Calendar and Planning for 2013-2014	I/D/A	Mary	<p>Responses to the two questions involving SLO work were discussed:</p> <ol style="list-style-type: none"> 1. Please list those activities related to course instruction and evaluation. 2. Please list those activities related to program and course

			<p>curriculum or learning resource development and evaluation. (Limit of 300 characters per activity) Mary is to draft Flexible Calendar and Planning for 2013-14 report.</p>
PAA/PGA & Adjunct Faculty Pay	I/D/A	Mary	<p>Certificate for completion of SLO Work will be created. The certificate will state date of activity, number of hours, short description of the work/task and will be signed by a person from the SLO core team. It will be the faculty's responsibility to retain the certificate for PGA/PAA credit.</p> <p>Toño will e-mail Mary the list from 2012 SLO Convocation; Coleen will e-mail the updated list for the 2013 SLO Convocation.</p>
ACCJC Planning Agendas Report	D/A	Jim Mary	<p>Due May 31, 2013. Jim will send Mary the info to complete the three agendas labeled II.B.4. Mary will assimilate and send on to Mallory. Governance Assessment Due June 5, 2013 was completed on May 19, 2013.</p>
Academic Senate	I	Mary	<p>Presentation summarizing SLO work is scheduled for June 3. Topics to be covered in addition to the summary:</p> <ul style="list-style-type: none"> • Critical Thinking Rubric will be presented and explained • Call for members willing to serve on a Task Force to update the wording on the ICC: Global, Cultural, Social & Environmental Awareness. In particular, the desire is to develop a statement that is can be assessed. This task force will inform committee to be established in 2013-14 to assess the Mission statement in its entirety. • Call out for liaisons emphasizing that some divisions are “underrepresented” on the liaison team. Volunteers will be contacted during the summer. Their assistance during 2013-14 academic year will include Program level Outcome assessments and the comprehensive program review. • General remarks on the Comprehensive Review due in Spring 2014. Faculty members are encouraged to move ahead with assessment of SLOs & PLOs in preparation for the CPR. We will, with the assistance of Randy, explain that the timeline is to

			be more definitive: document to be readied including any TracDat updates during Fall quarter, training session for the logistics and brown bag discussions on meaning/scope of questions during winter quarter, and actual submission of report during Spring quarter.
TracDat	I/D/A	Mary	<p>Updating TracDat:</p> <ul style="list-style-type: none"> List of deleted courses, new courses, courses with updated SLOs effective Fall 2013 should be available the beginning of August. Deleted courses will not actually be deleted, but, instead, will be moved to a “department” named Deleted Courses for Fall 2013” Reports on TracDat will be revised to reflect Active status.
Newsletter	D	Mary Toño	<p>Next Newsletter planned for the first week of June. It is to include:</p> <ul style="list-style-type: none"> Article about 3rd Annual SLO Convocation Article outlining progress on assessing critical thinking SSLO/AUO Update article <p>Proposed articles for future newsletters:</p> <ul style="list-style-type: none"> National Community College Benchmark Project http://www.nccbp.org/ . Article to explain the “bigger picture” of the SLO/SSLO/AUO process.



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Wednesday May 29, 2013, PE 610; 12:30– 1:20 pm

TOPIC	Purpose	LEADER	Notes
<p>2013 Strengthening Student Student Success conference Proposal</p>	<p>I/D/A</p>	<p>All</p>	<p>Our proposal has been accepted. Ours is Interactive Session I on Thursday, October 10, 8:30 – 10:00 am. The title of the presentation is “Creating a Culture of Student Learning Outcomes through an Institutional Embedded 6-year Planning Cycle”.</p> <p>Important dates: Must accept by June 7, 2013; must register for conference by July 15 (\$350)</p> <p>This presentation will focus on how one college started from scratch and over a four-year period developed a six-year planning cycle, going from 0% completion of Student Learning Outcomes to 100%, and achieving “proficiency” in the outcome process. The college has integrated SLO work into the annual resource allocation process, the annual program review process, and the curriculum review process. The college is currently assessing the 2nd of five Institutional Learning Outcomes through a faculty-driven process. The college is currently in the 2nd year of the six-year cycle and has been able to reflect on the process thus far and make adjustments for the next four years. Participants will be guided through the process, provided examples of the documents used and encouraged to ask questions.</p> <p>The RP Group has requested some changes:</p> <ul style="list-style-type: none"> • The committee would like the presenters to broaden the discussion about their processes, keeping in mind that the audience should be able to apply it to their own campuses if

			<p>they wish.</p> <ul style="list-style-type: none"> • We would like more focus on the interactivity of the session, perhaps sample worksheets/rubrics /assignment /activities/tools of the work that they have been through. • We would suggest possibly having small groups discuss, apply what they learned, and resolve the situation or plan a course of action. • We would also like to see a discussion on the data, how it was used and decisions made as a result of reviewing the data. • Perhaps also a sample case study of department data or other disaggregated data that you've used leading to outcomes. <p>Mary will coordinate with Mallory for more details.</p>
Academic Senate	I	Mary	<p>Presentation summarizing SLO work and outlining future plans is scheduled for June 3.</p> <p>Updates to the presentation were made:</p> <ul style="list-style-type: none"> • Add slide using the PBTs Oval shape from the “quilt” where Jim will outline the connection between the APRUs and each of the PBTs. • Discuss restructuring of SLO leadership
Newsletter	D	Mary Toño	<p>All articles have been written:</p> <ul style="list-style-type: none"> • Article summarizing the activities and work accomplished at the 3rd Annual SLO Convocation Day • Article summarizing the work accomplished by the Critical Thinking Task Force and the announcement that the rubric is ready for campus-wide use. <p>Announcements to be included:</p> <ul style="list-style-type: none"> • Call out for more volunteers to serve as Division SLO Liaisons • Help-shop hours <p>Julie C will send Convocation pictures for inclusion.</p>
Flexible Calendar and Planning for	D/A	All	<p>Approved as drafted. Mary will send to Rowena.</p>

2013-2014			
SLO, SLO/SSLO/AUO, SSLO/AUO Coordinators	D/A	All	Job descriptions as drafted were approved. Mary will send these to SLO Steering Committee requesting a response by June 6 th .