

## SLO Coordinators Retreat

Date: 3/28/2010 9:30am to 4:00pm Admin 109

Attended: Coleen Lee-Wheat, Anu Khanna, Jackie Reza, Jim Haynes, ~~Anne Argyriou~~  
Senior Staff visited for 45 minutes

- I. Evidence based Program Review, transparency are two main themes the ACCJC conference emphasized.
- II. Annual Update form—provides evidence of widespread participation this year
  1. Create, move through senate and IPBT, disseminate.
  2. Training dates—Set for April 23 and 28
  3. Collected by May 14
  4. Reviewed by WHOM?
  5. Annual Update form process and content debriefed in June
- III. SLO Assessment Training Sessions
  1. Two sessions planned –April 30 and May
  2. Catalyst overview will be added

### IIIScantron progress

1. Coleen will investigate if software has been purchased
2. Location will probably be Jim Haynes office in the PE area-needs to be rekeyed

### IVECMS

1. How map to ICC's (this discussion needs to be included with plans for designing the process for "program SLOAC")
2. Who needs to join the group to talk about the direction of ECMS? -Byron Lilly?
3. ECMS workshops, Anu will reserve lab. The system should be online by the first week of Spring Quarter. Bradley Creamer has been doing an amazing job with in a short period of time.

### VTimeline –Emergency plans—April, 2010 to June, 2011

1. Mirroring the process we used last year for the dialogue and creation of program level outcomes by the faculty during "opening days". by June 1—except we will use faculty liaisons to help guide the processes
    - a. find examples of "success stories", nursing, gary limit, outreach, autotech, health services, financial aid?
    - b. determine College and District Opening Day plans
    - c. investigate "program level assessment" processes of other colleges
- Integrate course outcomes with the process of updating the online catalogue's program description and outlines. Napa College has done this, we would like to visit and ask them how they proceeded to accomplish this product.
- d. Meet with Division Liaisons to debrief the R and E and Annual Update form process
  2. determine a date to meet next September to set up for Opening Day activities
  3. determine stipend amount, (Christina Espinosa-Pieb has a fund set aside)
  4. Timeline for vocational, certificate and degree outcomes to be submitted
    - a. Relative to catalogue deadlines, they must be submitted in February
    - b. Do we have to have the Senate approve this process?
    - c. This will supply evidence and it should be in the 11-12 catalogue.

- d. SLOAC's for program level outcomes—record any that all ready have been completed include Vocational Program, Speech, Basic Skills/DARE progress. Plan for SLOAC assessment to launch Fall 2011. Coleen's additional thoughts not discussed during the retreat.
  - e. Where show evidence of SLO evidence for groups not aligned with degree and certificates?
    - 1.College websites?
    - 2.Areas within catalogue?
- 5.Time line for completion SLOAC of all core courses that are normally taught during the 2009 to the end of 2011
- a. Winter Quarter should be reported during the Spring 2011 quarter such that a second SLOAC Annual Report can be conducted.
  - b. Spring 2011 Reflect and Enhance on course SLOs and programs/departments create a plan for assessment of Program Level SLOs (Coleen's additional thoughts not discussed during the retreat.

#### VI. Obstacles—reviewed with Senior Staff

- Rewards/incentives for Department Chairs who will have to assume more responsibility for this process at the program level.
- Rewards/incentives for Adjunct Faculty participation
- Lack of senior faculty involvement in process, we need their insights in to past history, processes, obstacles to getting people involved in any project
- BURNOUT of SLO team members
- Need for Integrated Leadership between Senior Staff and SLO Steering Committee
- The SLO Steering Committee needs guidance in determining what the College's priorities are
- The SLO Steering Committee needs to spend time interpreting the ACCJC rubric and how it can be aligned with De Anza's current processes and structures.
- The SLO Steering Committee and other shared governance groups need to discuss and determine what they envision the OBPR should look like in the end—where exactly does this vision come from? (Coleen's additional thoughts) Who and how shall this discussion be led?
- Need a data tracking system (a way to configure the system to match ECMS data) to ? (developer?)
- HELP tell us how to prioritize our work based on the college's needs, mission, strategic initiatives something.
- How can the college divide up the work so that it is meaningful but not burdensome? Some colleges have a rotating curriculum person who must input SLO work. Department Chairs are voted upon every two years. Coleen's input
- WE NEED a strong IR to help us pull the data together/connect the dots
  - BRIC grant \$
  - Hire someone?

#### VII. Curriculum Committee todo's

1. Learn how to do the ECMS

2. Update C-D forms due Dec 15 with SLOs for program/certificate/degree included. (for all programs/certificates/degrees? Or just relative to the courses that are normally submitted next year?)