July 2009
SLO Committee Meeting Minutes

Anu Khanna, Anne Argyriou, Jim Haynes and Coleen Lee-Wheat attended the ACCCJC
SLO workshop in Anaheim on July 8, 2009. Coleen created a summary of the workshop
"news" on a separate document. To summarize, we learned that many institutions are "in
the same boat" as we are. And there are a number of institutions that are just starting the
process. Linking outcomes to the program review process is mandatory and an obvious
plan of action is the second requirement that the accreditation team will be looking for.
The ACCCJC rubric was discussed in detail and "specific documentation" and "plans"
that indicate that an embedded process is being implemented at an institution were also
described.

Coleen held 5 drop in sessions for instructors to learn how to and write SLO's.

Coleen met with Gregory Anderson twice to formulate a summary of the BSI retreat held
in July, 2009. This summary and the work that follows will be the beginning of an
"outcomes" based project that will pull many service areas together to better serve over
75% of De Anza's students.

Jim and Anne attended two Monday morning senior staff meetings. They gave a power
point presentation summarizing the work we have done and still need to do. The group
spent a number of hours creating the power point that was presented on July 20.

On July 22, We met for a retreat off campus. A separate document also describes our
work. Basically, we planned a shell for Opening Day activities for the faculty and staff.
Marissa Spatafore, the new Accreditation officer joined us briefly.

On July 30 we met to rehash opening day plans based on a second compilation of the
work created at the retreat. Coleen created two flow charts for the August 4 meeting—
details for informing Administrators of their roles on that day and Task 1 . Anne and
Anu created a number of worksheets and charts for the Task 2, Assessment and Task 3,
Assessment calendars. Jim and Anu will work together to plan the afternoon activities
based on the "instruction" template for the service area groups.