

**DE ANZA COLLEGE
SLO/SAO MEETING AGENDA
MAY 21, 2009, 12:30-2:00 PM**

Attendees: Christina Espinosa-Pieb, Robert Griffin, Andrew LaManque, Anne Argyriou, Anu Khanna, Jim Haynes, Coleen Lee-Wheat

1. *Current Progress Reports for SLO and SAO* *Jim and Coleen*

Pilot Groups are conducting assessments in their classes. Meetings to “reflect and enhance” are planned for mid June. All divisions have or are holding training sessions led by faculty liaisons in the writing of outcomes for their highest enrolled courses—many are doing more! Service Areas are still being defined. One workshop has been held. The key to “getting the ball rolling” will be to enlist the managers/directors of areas to encourage their staff to participate--the key being that managers do not have to be the lead persons in the process.

2. *Current Progress Report for ECMS* *Anu*

ECMS System Design and Update Meeting
June 26, 2009 11:30am to 1:15pm

Attendees: Bradley Creamer, Anu Khanna, Anne Argyriou, Kim Te, Mary Clark, Mi Chang, Coleen Lee-Wheat, Jim Haynes

The purpose of this meeting was to discuss the new ECMS 6.6 system that is being designed for the Student Learning Outcomes project.

The format of the web pages for users and administrators was discussed. It was decided that ECMS access will continue to be monitored by the ECMS team and one faculty member will be the “Lead” per course outline,.

Bradley will edit his work and send copies for the group members to evaluate. All suggestions should be given to Anu Khanna.

Bradley was given a set of SLO’s that are currently recorded on the electronic template. He is hoping that the data will be an easy transfer. A beta test will occur sometime in August. Anu will set up a meeting for the end of July. Our goal is to be ready for Opening Days.

Anu emphasized the need for training sessions and a training manual before we release it for the staff to use.

Overall, the webpage has many excellent features that will ensure capture of statistical data, archiving of changes, and ease of use for everyone.

3. Status of SLO/SAO Coordinator positions?

- a. Release/stipend time for summer?
- b. Timeline for recruiting coordinators?
- c. How many coordinators needed when Staff Development Position is up and running?

An announcement will be sent out to all of the campus asking for applicants interested in the two Student Outcomes Coordinator positions. Coleen and Jim would have to reapply. The positions would each hold terms of three years. They would start July 1, 2009.

The Staff Development Position has been advertised. Hopefully, that position will be filled by September.

4. OBPR proposed calendar

A proposed three year calendar for a outcomes based program review cycle was presented.

5. Proposed Budget for 2009-2010

Anu

The budget for the 2009-10 SLO project was similar to the 2008-9 budget with the addition of a request for capital for the hardware for a ECMS subsystem and additions for the Staff Development Coordinator and SLO Coordinators.

6. Opening Day

We are still unclear as to how much time if any will be allotted to SLO's for District and Opening Days for each campus. It was suggested by Robert that the SLO Faculty Leadership group attends a Senior Staff meeting to clarify this issue as well as the concept of AUO's—administrative unit outcomes and sealing up a clear line item budget code and home for the SLO project. This will be a key item that will indicate that De Anza has committed to an embedded outcomes based program review system.