



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: July 5, 2011

TOPIC	Purpose	LEADER	Outcome
July 7 Retreat	D/A	All	Mary – send Jim last year’s budget Mary - ACCJC update on Proficiency Rubric Toño agenda for retreat Mary background info Jim—review of 2011-12: prep for accreditation, groundwork for TracDat, prep to meet accreditation recommendations in Spring; prep to meet SLO proficiency” by Fall 2010 = need for Coordinator release Outcomes: Inform VPI about accomplishments and 2011-12 plans; Confirm calendar; Confirm budget
Conferences	I/D/A	Anu	2011 Strengthening Student Success Conference – Mary will continue to check on workshop topics Anu will check on Indiana conference, Leadership for Assessment (October 30 –November 1, 2011)
TracDat – Design stage	I/D/A	Anu	Anu will contact schools (Napa, East LA and Texas Mountain View College) for more info on design and training manuals Contact Bradley for Export/Import status from ECMS to Trac Dat Mary check with Paul DeSante



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Date: July 12, 2011

TOPIC	Purpose	LEADER	Outcome
TracDat	I/D/A	All	Discussed layout of SSLO, AS and AUO units. Discussed need to add Program Review. Mary will contact Pippa Gibson for login info for faculty & staff. Later Mary will contact Bradley concerning importing departments. Also, we will investigate possibility of exporting more out of ECMS/SLO.
SLO Website – update for Accreditation Self-Study doc	D/A	All	Standard I – Mary; Standard II – Coleen; Standard IV – Jim. Making any necessary changes to website - Toño
1-pg roadmap for committee members to help with ECMS/SLO	D/A	Mary	Mary to work with Mi Chang on this so that it will be integrated with the one for Curriculum.
Review of SLOAC/PLOAC data	D/A	Mary	List by Division/Department to be complete by end of summer – Mary.
Status of Budget requests	D	All	No definite word.
Opening Day	D/A	All	Plans to include (1) visit to Divisions on Thursday where short cartoon video is to be presented raising the talking points: “How are you informing students of SLOs?” and “What is your department’s plan?” (Anu will work on cartoon). Each Division/Department will be informed of their progress (Mary) Friday we will give short presentation to assembled faculty and staff. Two workshops.



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Date: July 19, 2011

TOPIC	Purpose	LEADER	Outcome
Organizational Chart	I/D/A	Jim	This will be the basis for defining Units and departments for TracDat. Minor changes/additions were suggested. Jim will update.
Status of Budget requests	D	Anu	VP of Instruction has approved 3 release classes each for Toño and Mary.
Report on Curriculum Institute hosted by Statewide Academic Senate	I/D	Anu	De Anza College will be compliant with SB 1440 by having at least two transfer degrees ready and approved for 2011-12. These Communication Studies and Mathematics. Looking into the future, colleges may be requested to track gainful employment numbers for degrees/certificates students have completed.
Future Conferences	D/A	All	Toño will attend the BSI conference to be held on September 16 at Sac State. Mary will represent the SLO Coordinators at the 2011 Strengthening Student Success Conference held October 12-14, 2011 in Burlingame.
Opening Day	D/A	All	Thursday's Divisions meeting will: <ul style="list-style-type: none"> • Make sure everyone knows that SLO work does not stop with the completion of the Self-Study • Summarize the work that should have been completed regarding SLOs, SLOACs, PLOACS, and SSLOACS. • What's next? • Leave divisions with two questions: <i>How are you</i>

			<p><i>informing students about SLOs? What is your department's plan for assessment this year? Anu will begin the dialog for a video to depict these points.</i></p> <p>Friday's all-campus meeting will include a survey regarding the SLO process using cell phones to capture responses. (Anu will check with Matt Abrahams). There will be a cartoon portraying: celebration of what has been accomplished, preparing for site visit, and an overview of what is meant by "Proficiency in 2012". Mary is to begin this video.</p>
SLO Website – update for Accreditation Self-Study doc	D/A	All	Toño will redesign the frame giving it a more outline look.
TracDat	I/D/A	All	<p>Decisions were made on Labels and List Values for AUOs and SSLOs.</p> <p>Getting ready to enter data for SSLOs and AUOs will be the focus of the next meeting (Toño & Jim).</p>



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Date: July 27, 2011

TOPIC	Purpose	LEADER	Outcome
Organizational Chart	I/D/A	Jim	Jim presented updated organizational chart. Jim presented table showing which Service and Administrative areas also were responsible for instruction.
TracDat	I/D/A	All	Further work on configuration was accomplished. Soon the site will be ready for the team to begin actual data entry.



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Date: August 2, 2011

TOPIC	Purpose	LEADER	Outcome
TracDat	I/D/A	All	Decisions were made on Labels and List Values for AUOs and SSLOs. Decision was made to add a hybrid assignment unit that would accommodate those service areas that include courses as well as providing services. Possible way to add-in Program Review data was discussed. More input from other colleges and from Nuventive Support personnel is needed before any decisions should be made.
Opening Day	D	All	There is a need to coordinate themes for Friday morning with Brian Murphy, Christina, Marisa and Rowena.



SLO Team Meeting:

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Date: August 16, 2011

TOPIC	Purpose	LEADER	Outcome
SLO Website	D	Toño	Toño updated left frame for easier navigation
New faculty orientation days	D/A	Jim	Jackie has requested a brief interactive presentation for new faculty on Wednesday, September 14 from 1:15 – 1:45 from the SLO Coordinators. Toño and Mary will handle this.
TracDat Implementation	D/A	Mary	<p>Mary attended meeting on Monday, August 15 with Marty Kahn, Bradley Creamer, Mary Clark Tillman, Mi Chang, and Kim Te (Rowena T. present for part of the time) to discuss progress.</p> <p>Also on Monday, August 15 there was a phone conversation between Nuventive trainer Paul De Santee and Mary Pape. There will be an ability to upload SLO statements for courses and possibly some assessment fields. This will not interfere with SSLO/AUO data. Possibilities of interweaving TracDat faculty accounts with Banner will also be investigated. Foothill is currently utilizing the “copy & paste” method. With De Anza faculty’s large amount of completed SLOAC work already on the ECMS system, De Anza will choose to wait until after the Accreditation – probably Spring quarter – to switch faculty over to TracDat and to employ all upload opportunities feasible.</p> <p>In the interest of better communication a member from the</p>

			constituency represented by Mary Clark, Mi and Kim will be invited to sit on SLO Steering Committee.
Assessment Institute	D	Anu	Anu reported that Proficiency will probably be evidenced through a form with evidence from school's website attached. This form is not likely to be crafted and agreed upon until June 2012. Thus, Fall 2012 for proficiency will likely be Spring 2013.
TracDat – data entry	I/D	All	All PLO statements were entered into TracDat for SSLOs and AUOs
Opening Days	D	Toño	<p>Coleen will be attending meeting on Wednesday after which we will better know the amount of time SLO team will be allotted and whether or not workshops will be offered.</p> <p>One possibility is to host a reception for liaisons during these opening days.</p>
Manuals and Guide	D	Mary	These documents are to be proofread by group. Guide could be helpful to new faculty.



SLO Team Meeting:

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Date: August 23, 2011

TOPIC	Purpose	LEADER	Outcome
New faculty orientation days	D/A	Toño & Mary	Presentation content: <ol style="list-style-type: none"> 1. Slides pulled from Guide for SLO Process (Mary) 2. How to assess SLOs (Toño) presented to them will be interactive task Anu will ensure new faculty members have ECMS account to enable them to look up SLO statements as well as course outlines.
Manuals and Guide	D	Mary	There will be input from Coleen.
Syllabi	D	All	Review with Senate and perhaps have a campus-wide discussion on best practices as related to the creation of each instructor's personal course syllabus with the goal of improving the assessment of SLOs.
TracDat Implementation	D/A	Mary	Anu will add in SLOAC for LinC.
Team Meetings - Fall 2012	D/A	All	Tentatively team meetings are scheduled for Thursdays at 1:30 p.m. for Fall 2012
Opening Day - Thursday	D/A	All	Member(s) of the SLO Team will meet with each Division (need to know where/when each Division will be meeting). Presentation content: <ol style="list-style-type: none"> 1. Cartoon establishing the need for students to be informed of the SLOs for the course. 2. Leave faculty with two main tasks: How are you going to inform students of the SLOs for the course? Survey covering department's SLO plan for the year, types of assessments used, and what else could we do to help you.

Opening Day – Friday	D/A	All	<p>Presentation content:</p> <ul style="list-style-type: none">• Celebration: Questions answered with noise makers (350 – 400 needed). Possibility of decibel meter (Toño).• Unveil TracDat• Encourage completion of handout (from previous day) since this is the assessment of the SLO Process. <p>Plan reception for liaisons.</p>
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SLO Team Meeting:

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Date: August 30, 2011

TOPIC	Purpose	LEADER	Outcome
Opening Day, Thursday	D/I/A	Anu	Video Script was discussed and refined. Outline of forms for departments to complete was drafted. Mary to have rough draft by next week.
Liaison Reception	D/A	Mary Toño	Thursday, August 22 from 4:00 5:00 pm. Coffee, tea, water, soft drinks and cakes and/or cookies. Coleen will reserve room from 3:30 – 5:00 pm.
Opening Day, Friday	D	All	Coleen has brought our ideas to the attention Christina, Rowena, and Marisa. Waiting for further direction from them.
New Faculty Orientation	D/A	Mary Toño	Manual is being revised. Activity (assessments) needs to be drafted.