



SLO Team Meeting:

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

**Date: May 5, 2011**

AGENDA TOPIC	Purpose	LEADER	Outcome
Accreditation	I/D	Jim	Jim attended ACCJC Institutional Planning Workshop on April 29. The themes to have a simplified organizational diagram that is understood and known campus-wide, make the self-accreditation report truly reflective of the culture of De Anza College, and that outcomes from the first assessment cycle of the SLO process become the benchmark.
SLO Resolution	D	Jim	Worked on the wording. The resolution will be presented at the May 9, 2011 Academic Senate meeting for the first reading.
TracDat	I/D	Jim	First “Training Session” will be held May 11 (all day) and May 12 (am only). Specific times and location to follow on MeetingMaker. Attendees: Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary, Anu Khanna, Mallory Newell with Jackie Reza attending on Thursday only.
Share our SLO process through RP Group	I/D/A	Coleen	Priyadarshini Chaplot   Project Coordinator for The Bridging Research, Information, and Culture (BRIC) Initiative   The RP Group has requested that we share our story as part of a repository of information on the SLO process. Two items that we might like to share are the fact that PLO statements for all certificates and degrees will be printed in 2011-12 College Catalog and the newsletter. Mary will call (213) 447 – 7463.
Newsletter	D/A	Mary	The May issue of the Newsletter is still in progress. To be released by mid-May.



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**Date: May 12, 2011**

<b>AGENDA TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Outcome</b>
TracDat	I/D	Jim	Each chose their work area to further skills/knowledge for the customizing of the system for our needs and to facilitate training of faculty. The two training session facilitated by Paul DeSante was held on May 11 – 12 at Foothill College.
SLO Resolution	D/A	Jim	Penned new wording for Senate meeting's "First Reading" on Monday, May 16, 2011
Newsletter	D/A	Mary	Postponed
PLOAC: Data collection of PLO assessments for instruction	D/A	Mary	Postponed
Modified SLO Institute: July 14 in San Die	D/A	Mary	Postponed



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**Date: May 19, 2011**

AGENDA TOPIC	Purpose	LEADER	Outcome
Planning for summer and 2011-12 including TracDat	I/D	All	People/groups to seek help from include FIN (Faculty Inquiry Network), FIG (Faculty Inquiry Group), Pat Cross classroom assessment specialist and author from UC Berkeley, and Judy Mowery (Jackie will contact her at jmm2737@gmail.com). Toño will check with Financial Aide (Cindy) for student worker for summer/next year. We need to involve Deans more, perhaps making use of the “Friday Dean Training“ days. Send our plan to Steering Committee. See outline below.
SLO Resolution	D/A	Jim	Second reading in the Acadmic Senate on June 6, 2011
Newsletter	D/A	Mary	Awaiting SLO, SLOAC, PLO Timeline and PLO Mapping numbers
Modified SLO Institute: July 14 in San Diego	D/A	Mary	Mary and Toño will cancel and accept Anu’s offer to bring back all info concerning the SLO process.

I. Summer

A) TracDat

- (i) Copy paste as much data as possible into the system
- (ii) Begin rough draft of training manual

B) Budget

- (i) 2011-12
- (ii) Summer stipend/release time

C) Opening Day Planning

II. Fall Quarter

- A) Opening Day Workshops/Presentation
- B) Rough draft of TracDat Training Manual to be ready by October
- C) Beta Testing of TracDat and Training by a few
- D) Signs with College Mission and Simplified Governance Chart should be posted in all meeting areas. We will work with Donna on this.

### III. Winter Quarter

- A) Beta Testing & Training for Department chairs and liaisons
- B) Teaching Learning Conference

### IV. Spring Quarter

- A) 2<sup>nd</sup> Annual SLO Convocation Day which will again be driven by needs to complete APRU.
- B) TracDat training sessions in “full swing” so that faculty can directly enter their data in.