



SLO Team Meeting:

~~Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape~~

**Date: May 3, 2012**

<b>Topic</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Discussion/Actions</b>
Debrief on SLO Convocation	D	All	Further discussion will take place at our next meeting, but word-of-mouth has been generally very positive thus far. Feedback has been especially positive regarding the keynote speaker, and regarding morning session overall.
Critical Thinking Task Force	D/A	Toño	23 names of prospective task force members were collected from the convocation sign-in sheets. While we are pleased to see the number of potential volunteers, there is some concern about the shortage of full-time faculty volunteers and the absence of volunteers from some instructional divisions.
Strategy for remainder of quarter	D/A	All	TracDat training meetings will continue for both instruction and student services. Further plans will be made at the next core committee meeting.
Program review	I/D	All	APRU forms for student services will be due on May 15. Coleen will update on IPBT program review process at our next meeting.
TracDat	I/D	Jim	We may want to discuss conventions for labeling/identifying separate cycles of assessment in the 'data summaries' tab.
Debrief on Folsom SLO Regional Coordinators Conference	I/D	Jim	Jim will report on the conference at our next meeting
Summer Plans	I/D/A	All	Given the Oct. 15 due date for our follow-up letter for the accreditation team, we should begin planning a schedule for writing the report during the summer.



SLO Core Team Meeting Meeting

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SSH/BusCS L16 12:45 – 1:30 pm

**Date: May10, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Opening Days & 3 <sup>rd</sup> Annual SLO Convocation	D/A	Coleen	Discussed timeline for preparation of Opening Days and for next year's Convocation. Coleen contributed items/tasks for the timeline.
NorCal Regional SLO Meeting	I/D/A	Jim	Table for next meeting.
Steering Committee Agenda Items	I/D/A	All	Anu will endeavor to set meeting for finals week.
TracDat	I/D/A	Toño, Coleen, Mary	Mary presented possible times for training. Availability of LCW 16 must be confirmed with Mary Kay.  Issues with reports remain. Our instance of TracDat has needed to be reset several times even since Nuventive installed updates.  Discussed the fact that we were to get another on-site training this year. Mary will check on this with Darya Gila (FH) and then with Scot Johnson (Nuventive).
Accreditation Report Preparation	I/D	All	Anu is joining a working committee with Bob Pacheco, Susan Clifford and others to develop a rubric to assist in the writing of the narratives required as part of the report to be submitted on October 15 to ACCJC. She will also bring back ideas from October 4-5 conference.

			<p>The tasks:</p> <ul style="list-style-type: none"> <li>• One class to be SLOAC'd by each faculty member. This should be a group effort, if possible, with one person responsible for entering data. Courses that have never been assessed and those with the highest enrollment numbers should be given priority. Faculty should fill out Word worksheet document and keep as backup. Then data entry is a five minute copy &amp; paste task.</li> <li>• Each department is asked to complete an assessment for at least one Program Level Outcome. Complete PLOAC Word Document first before entering into TracDat.</li> </ul> <p>This work needs to be entered into TracDat by July 15.</p>
Newsletter Articles	I/D/A	Toño, Mary	Mary presented rough draft of two articles and the layout. Toño, Anu and Coleen will provide feedback and “wordsmithing”.



SLO Core Team Meeting Minutes:

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ATC 209 (Jim's Place) 12:30 – 1:20 pm

**Date: May 17, 2012**

TOPIC	Purpose	LEADER	Notes
Newsletter and training sessions	D/A	Mary, Toño	<ul style="list-style-type: none"> <li>The newsletter is available via the SLO website, has been distributed in soft copy to the deans, and has been distributed in hard copy to all instructional divisions.</li> <li>All training sessions are reserved in LCW 16 and AT 205 as designated.</li> </ul>
NorCal Regional SLO Meeting	I/D/A	Jim	<ul style="list-style-type: none"> <li>When developing our October report this summer, several tips (listed in item #4 below) were covered at this meeting that may be useful to us.</li> </ul>
Steering Committee Agenda Items	I/D/A	All	<p>May 24 was given as a date somewhere/sometime in the past</p> <p>We are now looking at a time during finals week, in the hope of maximizing attendance.</p>
ACCJC October Report	I/D/A	All	<p>Suggestions from the NorCal Regional meeting:</p> <ul style="list-style-type: none"> <li>Cite our move from a 3 year planning cycle to a 6 year cycle as evidence of our outcomes discussions informing college planning</li> <li>Develop our <i>own</i> written definitions for 'academic support programs'</li> <li>Consider documenting dialogue with a blog</li> <li>Use TracDat to document the <i>format</i> of departmental dialogue (perhaps a drop down box allowing users to indicate if the dialogue took place at a departmental meeting, a retreat, an informal location, etc.) This could allow us to later generate a summary report of</li> </ul>

			<p>where dialogue is happening across the campus.</p> <ul style="list-style-type: none"> <li>• Consider strategies for gap analysis of the connections between PLO, SLO and ICC assessment</li> <li>• For site visit, develop a handout or presentation highlighting our ‘greatest hits’, i.e. our major achievements in outcomes work thus far. It may be a good idea to offer/cite examples of actual student work that best exemplify the value of outcomes assessment.</li> <li>• We will do well to have examples of rubrics that are used on campus to assess student learning.</li> <li>• Toño will write a newsletter article to try and tackle these last two suggestions simultaneously (see last agenda item)</li> </ul>
Presentation to Deans	I/D/A	Coleen Anu	<p>March 22 (Coleen): The role of SLO documentation in this year’s APRU was discussed at the meeting, and it was decided that training sessions would be helpful for department chairs. 4 training sessions were held as a result of this decision.</p> <p>April SLO Process Presentation: Anu will report at next core meeting</p>
TracDat Training	I/D/A	All	Jim will try to organize a session for all hybrid course participants.
Opening Days	D	All	Keeping with the model established at last year’s Opening Days meeting, we would like to report out on our progress in the morning, and then around from department to department during afternoon meetings. This will need to be scheduled ahead of time.
3 <sup>rd</sup> Annual SLO Convocation	D	All	<p>Mary has suggested that we consider assessing PHYSICAL/MENTAL WELLNESS AND PERSONAL RESPONSIBILITY next.</p> <p>It would be fun to do something entirely different, and invite PE instructors, nutritionists, etc. to show all faculty what is available for students on campus through interactive demos.</p> <p>The core committee thinks this does indeed sound like a fun idea for assessing this particular ICC. It may be a good idea, however, to first bring the selection of the next ICC to be assessed to the attention of the steering</p>

			committee. During that committee's last discussion of ICC assessment it became clear that there are strong feelings about which ICCs should get 'priority' in assessment, and it may be best to leave this up to a vote.
'To Do' List	D/A	All	<ul style="list-style-type: none"> <li>• Ask deans to post any SLO-related minutes from their meetings to TracDat</li> <li>• We are on a 6-year institutional planning cycle, with only 5 ICCs to be assessed during each cycle. We should determine the year that we will 'skip' an ICC assessment.</li> <li>• Next step in ICC taskforce: Toño will email all volunteers on Friday May 17 to invite them to a meeting during the week of 5/29 to begin the development of a universal rubric for Critical Thinking.</li> <li>• Contact deans/department chairs to reserve some time at the Opening Days meetings</li> </ul>
June 1 Newsletter	D/A	Toño	<p>During the course of today's meeting, it became clear that we would do well to begin identifying those faculty who are doing excellent assessment work, to collect <i>examples</i> of rubrics that are used on campus, and to follow up/remind faculty of our asks for the remainder of the spring. We can achieve all of these by publishing a brief newsletter by June 1, consisting of 2 articles.</p> <ul style="list-style-type: none"> <li>• The first (Toño volunteers to write this) will be an article on the value of rubrics in assessing student learning, that invites faculty across campus to submit examples of their own rubrics to be shared on a 'rubric page' on the SLO website. The self-selected faculty who volunteer their rubrics are very likely to be among the faculty already doing excellent assessment work.</li> <li>• The second will be a brief follow-up to the "Congratulations! But..." piece in the May newsletter, reminding the campus of our 'asks' for the spring quarter.</li> </ul>



SLO Core Team Meeting Minutes:

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ATC 209 (Jim’s Place) 12:30 – 1:20 pm

**Date: May 24, 2012**

TOPIC	Purpose	LEADER	Discussion/Action
TracDat	D/A	Mary, Anu	<ul style="list-style-type: none"> <li>• Three SLO Workshops with an emphasis on TracDat as a tool to enter SLOAC &amp; PLOAC work have been held to date. Total number of attendees was 5. In contrast to the workshops offered previously for SLO liaisons, Deans, and department heads, the intended audience is all teaching faculty.</li> <li>• Two meetings with Liaisons will be scheduled. The focus will be centered the assessment of PLOs including enter the data into TracDat. Proposed dates and times are 1) Thursday, June 14, 2:30 – 3:30 pm in LCW 16 and 2) Friday, June 15, 11:00 am – 12:00 noon in ATC 205</li> </ul> <p>Notes from Steering Comm Minutes July 2011: Faculty liaisons will be able to receive PGA/PAA credit. For meeting outside of regular meetings liaisons will need to submit a form to Toño or Mary by the end of the quarter. The maximum number of hours is to be 15. These PAA/PGA hours are in addition to hours credited for workshops.</p> <ul style="list-style-type: none"> <li>• Curriculum Committee will provide updates that Mary will feed into TracDat over the summer</li> <li>• PE 53 needs to be moved to Massage department</li> <li>• CDI and MCNC both have multiple versions of a course differentiated by letters A, B, C, .... These courses share a common</li> </ul>

			<p>course outline and are numbered differently to provide students to “re-train” on the newest software version. In TracDat there will be only one course listed and one set of SLOs. The fact that there will be different versions of the course will be indicated with such naming as CDI58A-H.</p> <ul style="list-style-type: none"> <li>• Mary will contact Scott Johnson to arrange second training session with a representative from Nuventive</li> </ul>
Steering Committee Agenda Items	I/D/A	All	Toño will schedule the meeting for Monday, June 25 from 2:30 – 4:30 Agenda items to include report out on 2 <sup>nd</sup> Annual SLO Convocation, report out on TracDat, preparation for ACCJC report and visit preparations, budget for 2012-13. ( <i>See draft of agenda</i> )
ACCJC October Report	I/D/A	All	Anu will continue to report out any information from her working group entitled “Saying It All in 250” which includes representatives from throughout the state. On June 7, we will divide up areas for each of us to begin a draft of a section for the report.
Presentation to Deans	I/D/A	Anu	As a result of the integration of TracDat with the Annual Program Review Update there is no pressing need on the Deans part for more information at this time.
June Newsletter	I/A	All	Toño is working to complete an article on the value of rubrics in assessing student learning and Mary will complete article on current asks of the faculty.
Presentation to Academic Senate	D/A	All	We wish to arrange a presentation to Academic Senate on June 18. Topics to include our progress on SLOAC/PLOAC work; opening days plans (running reports info); CT task force progress; choosing next year’s ICC