

**De Anza College
Minutes for May 16, 2013 Meeting**

Purpose: SLO Steering Committee Meeting

Location: DA SCS Conf Rm SCS202

3:30-5:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
Spring work: ICC Task Force Update	I/D	Ramirez	<ul style="list-style-type: none"> ▪ Of the ten faculty who agreed to use the Critical Thinking rubric during the winter quarter, T. Ramirez has received five completed assessments. A few options are available for a next step: <ul style="list-style-type: none"> ▪ We could consider the current assessment cycle complete, in which case our primary outcome would involve a re-thinking of the ICC assessment method itself prior to the next cycle ▪ Alternatively, we could continue to try getting more faculty to use the rubric. <ul style="list-style-type: none"> ▪ If we go this route, suggestions from the committee for presenting the rubric in such a way as to encourage faculty participation are welcome ▪ One possible strategy, discussed in the core committee, might involve getting our liaisons involved in conducting critical thinking assessments within their respective divisions ▪ We will also pursue some opportunity to publicize the rubric during Opening Day activities 	
Spring work: Help and Training	I	Haynes/Pape	<ul style="list-style-type: none"> ▪ M. Pape continues to offer faculty ‘help sessions’ at the Academic Senate office twice a week ▪ J. Haynes has conducted four sessions for SSLO/AUO areas. More are needed. ▪ The district now has a few TracDat accounts, and has requested training. It is the opinion of the steering committee that this should be handled by district personnel. 	
Spring work: SLO Newsletter	I/D	Pape	<ul style="list-style-type: none"> ▪ The next edition will include: ▪ Article about 3rd Annual SLO Convocation ▪ Article outlining progress on assessing critical thinking ▪ Proposed articles: <ul style="list-style-type: none"> ▪ National Community College Benchmark Project http://www.nccbp.org/ . ▪ Article to explain the “bigger picture” of the SLO/SSLO/AUO process. ▪ SSLO/AUO Update article 	
Spring work: ACCJC Planning Agendas Progress and Completion Form	I/D /A	Haynes/ Pape/Ramirez	<ul style="list-style-type: none"> ▪ The core team delegated items (from the excel sheet provided by M. Newell) for the collection of relevant evidence. Our planning agenda is now complete. 	

<p>Spring work: SLO Convocation</p>	<p>I/D</p>	<p>Pape/Ramirez</p>	<ul style="list-style-type: none"> ▪ Our third annual SLO convocation was held on April 26 in conference rooms A and B. An estimated 125 attendees, comprised of faculty, staff and administrators, participated in the first stages of assessing our Global, Cultural, Social and Environmental Awareness ICC. ▪ The morning program featured an interactive presentation led by V. Neal and C. Kaufman, designed to help attendees to focus on how we might focus on GCSEA through the lenses of the “Civic Capacity for Social Justice”. ▪ This was followed by a 30 minute presentation panel, during which three members of the campus community (Lori Clinchard, Jeff Schinske and Matt Trosper) discussed features of their own work relevant to enhancing our students’ GCSEA learning. 	
<p>Spring work: SLO Convocation: Following up on GCSEA Assessment</p>	<p>D/ A</p>	<p>Pape/Ramirez</p>	<ul style="list-style-type: none"> ▪ During the final portion of the morning program, attendees were asked to discuss and document ideas for documenting their own contributions to student learning with respect to GCSEA. Their forms (a blank version is attached) were collected by the SLO coordinators. ▪ It is the view of the core team that the model by which our previous ICC (critical thinking) was assessed is not appropriate for GCSEA. V. Neal and C. Kaufman have expressed willingness and interest in assisting with the assessment process, but we must first determine <i>how</i> to make use of the data gathered at the convocation. ▪ One potential outcome might be a change to the language of the ICC itself. <ul style="list-style-type: none"> ▪ The core committee will conduct an email survey of faculty participants, based on the data we gathered at the convocation, to develop a recommendation that we will present to the Mission Statement Task Force. This recommendation will offer new language for the GCSEA ICC. 	
<p>Future work: Improving our convocation model</p>	<p>D</p>	<p>All</p>	<ul style="list-style-type: none"> ▪ While the event certainly seems to have been successful, there are a few apparent areas in which we might improve future convocations: ▪ Our event advertisements should more accurately explain compensation for convocation participants ▪ We may want to consider ‘re-branding’ the event, and presenting it as a ‘pedagogy convocation’ rather than a ‘SLO convocation’. 	

Ongoing work: Program review	I/D /A	All	<ul style="list-style-type: none"> ▪ With the Comprehensive Program Review scheduled for the 2013-2014 year, a few points require attention: <ul style="list-style-type: none"> ▪ Who will draft/direct the CPR document? Given that the SLO committee is not the ‘end user’ of the information collected, it seems inappropriate for us to be do this. <ul style="list-style-type: none"> ▪ It is the opinion of the Steering Committee that the PBTs are better suited for this task. ▪ We should be mindful of the campus’ <i>attitude</i> toward the CPR process. The value of CPR should be apparent to all involved. <ul style="list-style-type: none"> ▪ It is well advised to avoid introducing new topics/questions to the CPR document. We might ask for <i>deeper</i> information, but the broad topics should be the same. ▪ This should be an extension of the work that has already been done in the APRUs. ▪ A <i>timeline</i> for the process should be developed as soon as possible. This should include target activities for the fall, winter and spring quarters, assigned to specific target groups (i.e. faculty, deans, PBTs, etc.)
Ongoing work: The next cycle of program review	I/D /A	All	<ul style="list-style-type: none"> • R. Bryant suggested that the PBTs cannot effectively discuss changes to the program review process until after we have had a chance to review and reflect on the data gathered during this 6-year cycle. • It may be a good idea to consider using the 2014-15 year as a time to analyze data, and plan the next CPR document/process.
Future work: Restructuring SLO Leadership	D/ A	Haynes/Pape/ Ramirez	<ul style="list-style-type: none"> ▪ In preparation for J. Haynes’ departure from the SLO committees, the core team has drafted revised job descriptions that re-structure the responsibilities of committee leadership. <ul style="list-style-type: none"> ▪ These effectively leave T. Ramirez’ responsibilities (and release time) the same, but consolidate some of J. Haynes’ current responsibilities (and release time) into M. Pape’s job description. ▪ The remainder of J. Haynes’ current responsibilities would be taken up by a new team member, who would be gradually ‘brought up to speed’.
Future work: The liaison team	D/ A	All	<ul style="list-style-type: none"> ▪ We anticipate several SLO-related activities that would benefit from the help of a re-organized (and re-focused) liaison team. These might include assisting with the CPR process and with ICC assessment. ▪ We should review the job description and compensation for our liaisons prior to renewing our recruitment efforts.

Future work: Assessing our own process	D/ A	All	<ul style="list-style-type: none"> As part of our ACCJC charge, we are required to assess the outcome of our own SLO process. Effectively, we must find a way to answer the following question: “Is our SLO assessment/documentation process actually enhancing student learning at De Anza?” 	
Future work: Sustainability and ACCJC ‘benchmark’ requirements	D	All	<ul style="list-style-type: none"> As these requirements approach, it’s a good time to begin thinking about how we will meet and document them. 	

A = Action | D = Discussion | I = Info

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
Christina Espinosa-Pieb, VPI Stacey Cook, VPSS Donna Jones-Dulin, VPCS Letha Jeanpierre, VPFES Marisa Spatafore, Marketing Rowena Tomaneng, AVPI Mallory Newell, IR Gregory Anderson, Deans Mi Chang, AS & Curriculum	Mary Pape, SLO Coordinator Tono Ramirez, SLO Coordinator Jim Haynes, SSLO Coordinator	Anu Khanna, Curriculum Co-Chair Jackie Reza, Staff and Organizational Development Coleen Lee-Wheat, Dean Randy Bryant, Academic Senate VP	Karen Chow, Academic Senate President Rich Hansen, FA Lois Jenkins, Classified Senate President