



SLO Core Team Meeting Minutes

Veronica Avila, ~~Randy Bryant~~, ~~Anu Khanna~~, ~~Coleen Lee-Wheat~~, ~~Amy Leonard~~, ~~Mallory Newell~~, Mary Pape, Toño Ramirez, Jeff Schinske

Monday, January 5, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
December Minutes	D/A	Mary	December minutes were approved
Department/Program Area Meetings	I/D/A	Veronica, Mary	Mary is to check in with Eugene Rodriguez.
Part-Time Faculty and SLOs	D/A	All	<p>Kathy Perino in the article "Part-Time Faculty and SLOs: Some Clarity, Some Confusion" covered three main issues in regards to Part-time faculty and SLO work: difficulty in finding SLO statements especially for adjunct and new faculty, compensation for SLO work completed by part-time faculty, and the pressure that part-time faculty may feel in regards to completing SLO work.</p> <p>In order to provide easy access to SLO statements for all, Mary ran SLO Active only reports for each Division. These are now posted on the home SLO page.</p> <p>An email will be sent to Perino thanking her for her input at the same time as describing De Anza College's process of compensating part-time faculty for SLO work. This email will also ask for clarification on how part-time faculty completing SLO work is any different from the other items listed in Section I of the J1 Evaluation form.</p>
2015 Convocation	I/D	Toño	Toño has been in contact with Alana Hernandez of Health Education & Wellness in regards to assessments and activities for the Convocation. Dave Morley (themorleys@stanfordalumni.org) of Furry Friends will be contacted for positive outcomes of Chill City for our students.

			<p>Mary will request to present the ideas for 2015 Convocation to the Academic Senate. As part of the presentation a request for financial support will be made. The amount requested will be \$600 (same as for 2014 Convocation).</p>
Newsletter	I/D	All	<p>January Newsletter will be published the second week of Winter.</p> <ul style="list-style-type: none"> • Tech Corner will focus on planning assessments over the 6 academic year beginning with 2014-15. (Mary) • Best Practices story from a student services area such as DSS. (Veronica) <p>The newsletter will be distributed both in the old format and as embedded in the email. The latter is sent to each Dean and their assistant whereas the former will be distributed through the AS listserv as always.</p>



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Veronica Avila, ~~Randy Bryant~~, ~~Anu Khanna~~, Coleen Lee-Wheat, ~~Amy Leonard~~, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske

Monday, January 12, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Department/Program Area Meetings	I/D/A	Veronica	<p>On January 30 Veronica has been invited to make a presentation on the SSLOAC process at the OTI Retreat. This invitation came as a result of her meeting with Dan Dishno to assist in his area’s SSLO assessments.</p> <p>Mary is to provide all with a spreadsheet showing completion of SLO assessments by Divisions and Departments. Data/Summary of Progress</p>
Part-Time Faculty and SLOs	D/A	All	<p>A conversation has been begun with Kathy Perino concerning the roll that part-time faculty play in the SLO Process. This conversation originally stemmed from SLO Core Team’s feedback concerning her article titled "Part-Time Faculty and SLOs: Some Clarity, Some Confusion". To ensure that this dialog continues FA President Richard Hansen will be invited to the next SLO Steering Committee meeting. The team should also consider inviting Julie Lewis, Time Shively, Bob Stockwell and others who work closely with the FA to our weekly meetings.</p> <p>Essentially it is the perception of the SLO Core Team that merely inviting all faculty to participate in the SLO Process should not be perceived as exerting undo pressure on part-time faculty. Mary will continue the conversation Kathy Perino asking for ideas of what SLO Core Team could do to make the situation concerning SLO assessments and part-time faculty a more positive one.</p>
SLO Steering	I/D/A	All	Tono will schedule a meeting for week eight.

Committee			
2015 Convocation	I/D	Toño	<p>Tono will reach out to David with Furry Friends to invite some of the furry friends to be present at the Convocation.</p> <p>Coleen will arrange for massages opportunities at the lunch session.</p> <p>Individual pages for each of the ILOs are almost ready to be rolled out.</p> <p>Workshop format will be maintained. Suggestions for workshops include Critical Thinking, SSSP, Equity Planning, SSRC, Disaster Preparedness, Wellness Center (CJ Jones), Classroom Equity Experiment (Jim Nguyen).</p> <p>On Monday January 26th, Mary and Veronica will present to the Academic Senate. The purpose will be to highlight the SLO/SSLO/AUO current happenings, to further explain the asks for 2014-15 in regards to SLO Process work, and to announce the plan for the 2015 Convocation. At this time a request for monetary support in the amount of \$600 will be made to the Academic Senate. Such support is needed to provide the continental breakfast and the lunch to all participants.</p>
Newsletter	I/D	All	<p>January Newsletter will be published the second week of Winter.</p> <ul style="list-style-type: none"> • Tech Corner will focus on planning assessments over the 6 academic year beginning with 2014-15. (Mary) • Best Practices story from a student services area such as OTI (Dan Dishno). (Veronica) <p>The newsletter will be distributed both in the old format and as embedded in an email. The latter is sent to each Dean and their assistant whereas the former will be distributed through the AS listserv.</p>
TracDat	I/D/A	Mary	Resource request: first click blue add Enhancement custom field

			added and “add Enhancement/Action” as well as “Action” as labels changed to “add Enhancement” and “Enhancement” respectively. For example please see CIS Department.
Steering Committee	I/D/A	All	Schedule next meeting



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Monday, January 26, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Winter Quarter SLO Steering Committee Meeting	I/D/A	Toño	<p>The next meeting for the SLO Steering Committee meeting is scheduled for Wednesday, March 18th, 1:30 – 3:00 pm in Admin 109.</p> <p>Rowena and Rich Hansen have both replied in the affirmative</p> <p>Agenda items to include: Convocation (discussion of possibility of stipends for part-time faculty) Assessment Planning SLO Process in relation to role that part-time faculty play</p>
ACCJC			<p>Anu has once again been selected by the ACCJC as a member of an accreditation team. Upon her return from the site visit she has volunteered to shed light on questions/doubts/concerns that the SLO Team has as we approach preparing the next self-study report and the site visit. Our current concerns include:</p> <ul style="list-style-type: none"> • New expectations of what the report should include and how to handle planning agendas • The definition of “percentage of course level student learning outcomes assessed” (will method of assessment only suffice; method and data; method, data, and reflection?) • Expectations in regards to assessment of non-instructional outcomes (SSLOs and AUOs).

			<ul style="list-style-type: none"> • Expectations for showing that SLO process is driving institutional decisions including resource allocation
ILO Web pages	D/A	All	<p>Individual pages for each of the ILOs are almost ready to be rolled out. The following pages, yet to be linked to SLO site, were reviewed and Toño will make small revision to Civic Capacity Assessment Cycle #1: Narrative wording.</p> <p>https://www.deanza.edu/slo/icc_assessment/</p> <p>https://www.deanza.edu/slo/icc_assessment/civic_capacity_assessment/cycle_1_narrative.html</p>
Presentation to Academic Senate	D/A	Mary	<p>Mary and the SLO process is on the agenda for today's Academic Senate meeting.</p> <p>Slide presentation has two-fold goal:</p> <ol style="list-style-type: none"> 1. Explain that SLO assessments at the course level continue through this year of reflection and that a plan for assessing all course level outcomes will be due from each department on April 20, 2015. 2. Save the Date reminder for the 2015 Convocation while asking for approval of choice for ICC, call for presenters at the workshops, and request for monetary support for continental breakfast and lunch for attendees in the amount of \$600. <p>Save the Date Type of handout will be distributed.</p>
Newsletter	I/D	All	<p>The January 2015 Newsletter is complete.</p> <ul style="list-style-type: none"> • Will be sent as an email attachment to AS President Mayra Cruz to be forwarded to all faculty • Will be sent to all Deans with a cc to Division secretaries as appropriate
Assessment Plan	I/D/A	All	<p>Mary has updated spreadsheet file in the Assessment Plan folder under the Document tab for each instructional department on TracDat. In addition the spreadsheet will be mailed individually to</p>

			<p>each department chair/coordinator with the following email text. Department Chair:</p> <p>Attached please find spreadsheet to use for planning in which quarter of academic years of 2014-15 through 2018-19, SLO statements for each course will be assessed. It is presumed that all course level SLO statements have been assessed at least once prior to the 2014-15 academic year. The spreadsheet contains only Active SLO statements.</p> <p>The same spreadsheet may be found on TracDat, Document Tab - > Assessment Folder.</p> <p>Please either place a name in the cell or just an X to indicate that is the quarter when someone will assess that particular SLO. As an example I have attached the “barely begun spreadsheet” for the CIS department.</p> <p>The completion date for this spreadsheet assessment plan is April 20, 2015 (this is the Monday after the 2015 Convocation). The 2015 Convocation is scheduled for 8:30 am to 3:00 pm on Friday, April 17 and sets aside the afternoon for departmental work.</p> <p>Please contact Toño. myself or your Division SLO Liaison for assistance. I am sure there will be questions. For instance, the CIS report was missing SLO statements because the statements had never been declared “Active”. In another, the course number was incorrect – it was still listed by its temporary number. Such issues may be fixed on your spreadsheet or you can email me and I will update TracDat and send a new spreadsheet to you.</p> <p>Mary should also make Christina aware of the assessment plan being requested and cc Olga on the email so that subject will be an</p>
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			<p>agenda item for a Deans meeting.</p> <p>Mary will also check with Mayra Cruz about the possibility of presenting at the next department chairs meeting. To make the presentation meaningful it would need to take place in a room of computers such as Staff Development Lab – MLC 243 or AT 2014 or 205 of the ATC Building.</p>
2015 Convocation	I/D	Toño	<p>Additional People and resources to be contacted for opening morning meeting and workshops:</p> <p>Cynthia Kaufman – Community and Civic Engagement (<i>Want to integrate community service learning in your course?</i>)</p> <p>Siew Kuek - Psych Services</p> <p>Julie Lewis – Personal Responsibility</p> <p>Tony Nguyen – CREM</p> <p>Puente Program – George Morales & Lydia Hearn</p> <p>Lead Community – Marc Coronado</p> <p>Impact – Anu Khanna</p>
TracDat	I/D/A	Mary	<p>The wording for help (?) on the Reflection box has been updated with goal of those completing assessments to also complete “add Enhancement”.</p> <p>Spreadsheets containing SLO names and the actual statements have been uploaded to the Documents -> Assessment Plan folder in each instructional department/program area</p>