



SLO Core Team Meeting Minutes

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

Tuesday , September 17, 2013, Admin 102; 10:00 – 11:00 am

TOPIC	Purpose	LEADER	Notes
Steering Committee	D/A	Toño	Agenda items were updated for Steering Committee held later that day.
Opening Days	I/D	All	Although we did make a request through Academic Senate President Mayra Cruz to have time to either hold a workshop during Opening Days or to say a few words on Friday morning of De Anza's opening day, the SLO Coordinators have not been asked to participate in the Opening Days Activities.
SLO Team - Master Plan Update Section	D/A	All	Toño will provide links to pertinent documents. Mary will update the Master Plan Update with these links and email same to Mallory
CHEA Award	I	Mary & Toño	Mary is working on the four parts of the award criteria. Toño has completed the summary.
Liaisons	I	Toño	Toño drafted a Certificate to corroborate hours spent for the purposes of PGA/PAA credit. Opening Day Meeting with liaisons is set for Friday, September 20 from 11:00 am to 11:30 am in the Santa Cruz room of Hinson center. Topics to be covered include liaison role concerning the Comprehensive Program Review and the necessary 100% completion of assessing SLOs and PLOs that completing the CPR document necessitates.
TracDat	I/D	Mary	TracDat was updated in September with course changes. Two departments need to be revisited: CDI and MCNC. These two departments will be merging and revising all curriculums at the time that they merge.

			<p>Reports other than Ad Hoc reports are not running consistently. Mary is working with Nuventive to solve this issue.</p> <p>Mary will explore possibilities for collecting data from Critical Thinking Assessments in TracDat.</p>
SLO Statements Availability	I/D	Mary	<p>SLO statements for courses reviewed by the Curriculum Committee since 2009-10 are now visible as part of the course outlines on the public site.</p> <p>SLO statements for every course need to be accessible to faculty with and without a TracDat login. Thus, for each division Mary ran report in Excel and emailed it to each Dean with the body of the e-mail outlining the Student Success Assessment tasks needing to be completed for 2013-14 academic year. The reports were also uploaded Documents -> General folder for each division.</p>
RP Presentation	D/A	Anu, Mary, Toño & Jim	<p>Decisions on updating of slide presentation were made. Sketch of handouts needed were drafted.</p> <p>Section I of the presentation will be presented by Mary; section II by Toño, and section III by Jim with Anu handling the hands-on activity.</p> <p>For next meeting: Mary: Update slide presentation; design handouts Anu: will bring materials for run through of hands on activity where participants will create a “quilt” for their school. Toño will draft set of questions to guide participants through their quilt designing process. Jim will review Mary’s slides Section III.</p>
SLO Core Team Meetings	D/A	All	SLO Core Team meetings for Fall 2013 are scheduled for Thursdays at 1:30 pm in the PE 610.



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Thursday , September 26, 2013, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee	D/A	Toño	Toño submitted the minutes of September 17 th meeting for approval.
SLO Team - Master Plan Update Section	D/A	All	Mary submitted SLO Team - Master Plan Update Section report to Mallory Newell on September 24, 2013.
Liaisons	I	Toño	<p>Toño emailed all active liaisons a summary of the meeting notes for the SLO liaison meeting held from 11:30 am until noon on the De Anza College Opening Day, September 20, 2013. Essentially the email gives a timeline per quarter of what is needed of the liaisons as well as the wording for an email to be sent to each department chair in their division.</p> <p>There has already been feedback from liaisons. Paralegal was identified as a department needing assistance in the completion of their SLOAC/PLOAC work. Byron Lily (Business, CS & Applied Technologies liaison) will reach out to Dean Fayek once Mary has presented to the Deans the SLO work timeline for 2013-14.</p>
New Faculty Workshop	D/A	Mary	Jackie wishes a description of the SLO Workshop for new faculty. Mary will email Jackie the following: “Student assessment through the assessment of course level student learning outcomes and program level outcomes has become part of the culture of the De Anza campus. At this workshop an overview of the SLO Assessment Process will be presented. Then participants will be guided through login procedure to their TracDat accounts (account information will be emailed to new faculty during Fall 2013), the entering of a mock or real assessment for one of the SLO statements for one of the classes that the faculty member taught during Winter 2013, and the

			generation of a report on SLOACs (student learning outcome assessment cycle) for their department/area.
SSLO/AUO Job Description	D/A	Randy	Randy will finalize the job description making sure that Christina and/or Rowena approved it.
Presentation to Academic Senate	I/D/A	Mary	Randy will present the bigger IPBT picture; Mary will concentrate on “the asks” concerning SLOs and PLOs breaking these down into tasks for Fall 2013, tasks for Winter 2014, and the wrap-up tasks for Spring 2014.
Presentation to Deans	I/D/A	Mary	Rowena requested Mary to give a presentation to the Deans on Thursday, October 4. In addition to “the asks” (as presented to the Academic Senate), Rowena wished for mention of what areas were in need of a “push” in regards to SLO and PLO work. Mary will provide each Dean with a report to run to glean this information.
RP presentation	D/A	Anu, Mary, Toño & Jim	<p>Updates to handouts and presentation were made.</p> <p>The following time guide for the 90 presentation was decided upon: Part I: Mary – 10 minutes Part II Toño – 10 minutes Activity 1 – 20 minutes Part III: Jim – 20 minutes Explain Activity 2: Anu – 5 minutes Activity 2 and wrap-up: All 25 minutes</p>