

De Anza College
SLO Steering Committee Meeting
Minutes Sept. 2, 2009

Attendees: Christina Espinosa-Pieb, Andrew La Manque, Marissa Spatafore, Anne Argyriou, Anu Khanna, Jim Haynes, Coleen Lee-Wheat

1) Accreditation Update Report

- a) Andrew presented a first draft of the October, 2009 letter. He noted that final adjustments must be made this week due to the upcoming calendar i.e. presentation for review to Senior Staff etc before presentation to the Board. The following areas were discussed. He asked for further input after the meeting also.
- b) Overall tone of the Document—There was a lengthy discussion about the need to be as specific about the details of our current progress and timelines as possible. It is very important that our timelines and goals are realistic but aggressive. Christina also supported this concept this document will also serve as a guiding framework for the college to work towards. The items presented on the document will occur in the near future.
- c) Sustainability—Jim will bring a more detailed philosophical statement to add as an introduction or summary statement. We need to emphasize that our main goal is to build an embedded process that will stand as a framework for the College for years to come. The College is still at the developmental stage in many ways because we are still trying to educate the Faculty and Staff. We are getting them to “buy in”. So far we have noted a overall tone of acceptance and excitement once they have grasped the concepts. The College needs to continue to provide time and space for the work to take place.
- d) Program Review Updates vs Annual Program Review--Many of the SLO committees plans and discussions have dealt with the “who, what, where and how” to start the College discussion of implementing Assessment Cycle results into the institutions fiscal and decision making processes. Discussions and decisions in all of the main decision making bodies (Academic Senate, BBT, College Council etc) must occur this Fall so that the possibility of inputting whatever assessment cycle data can be used for the 09-10 year. The most realistic approach at this time might be to create an annual program review update that feeds into the current three year program review.
- e) Decision Making Cycles—Synchronizing all decision making cycles with Assessment Cycles was also discussed. The current plan to have one third of the courses complete Assessment Cycles and have Student Services and College Services groups’ finish a minimum of one Assessment Cycle will create data that can be used for 010-011 but not 09-10 fiscal cycles. But, we can show that a number of groups have completed assessment cycles. We will add that data to the report.
- f) What Constitutes An Assessment Cycle—Coleen will send Andrew a description of De Anza’s “Assessment Cycle”

2) Budget

- a) Summer Stipend vs Release Time—Anu noted that past agendas about the budget that was planned for the Summer of ’09 included a summer stipend/release time equivalent to .1 for each of the SLO Coordinators. Christina concluded after some group discussion, that the fact was probably not noted by Robert Griffin’s, Leitha, during the transition phase due to Robert’s retirement. Christina will contact Lydia to ensure that the stipend request is implemented.

- b) ECMS—funds to be allocated for the dedicated server was discussed. The question as to why we are not using a preexisting/outside vendor to hold this data is being investigated.
- c) Upcoming Conferences—Jim noted that a new calendar of conferences in regards to Accreditation and SLO are “popping up” daily. He is concerned that there may not be enough funds allotted in the SLO plans to cover the needs. Anu noted that professional development funds might be source.
- d) Opening Day Update—the logistics of providing information for instructors to access SLO’ as a reference for learning and creating assessments during Opening Day’s was discussed. We will have to spend time and money to create reference binders due to the fact that the ECMS system is not completed at this time. Electronic versions will be made available to the dean’s and a recommendation that a message to ask instructor’s to bring laptops to Opening Days will be announced. Coleen will attend the September 10 Dean’s meeting to share the Opening Day plans.