



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, February 2, 2015, AT 203C 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
January 2015 Minutes	D/A	Mary	January 2015 SLO Team minutes were approved
Assessment Plan	I/D/A	Mary	Sending out of assessment planning spreadsheet to each chair is pending notification that we will be able to offer a stipend to part-time faculty. Mallory will check with VP of Instruction on this.
Educational Master Plan	I/D/A	Mallory	SLO Process is addressed beginning on page 19 of current document: <a href="http://www.deanza.edu/emp/EducationalMasterPlan2010-2015.pdf">http://www.deanza.edu/emp/EducationalMasterPlan2010-2015.pdf</a> “The college continues to support released time for two Student Learning Outcomes (SLO) coordinators whose responsibilities include support for the broad goals outlined in the student success and retention initiative.”  Then jump to page 23 “Where We’re Going”  Wording was reviewed and will be updated by Mary and edited by Toño.
Presentation to Academic Senate	D/A	Mary	Mary presented to the Academic Senate on Monday, January 26. The presentation focused on: 1. Explanation of the process for completing the SLO course level plan for assessing all course level outcomes will be due from each department on April 20, 2015. 2. Proposed format for the 2015 Convocation was given. Three requests were made: approval of Physical/Mental Wellness and Personal Responsibility as the theme ICC, call for presenters at the breakout sessions, and request for monetary support for continental breakfast and lunch for attendees. AS approved the choice of ICC and voted to support us in the amount of \$600 with check payable to Dining Services.

			Save the Date type of handout was distributed.
2015 Convocation	I/D	Mary, Toño, & Veronica	<p>First draft of the schedule:</p> <p>Morning altogether session</p> <ul style="list-style-type: none"> <li>Psych Services</li> <li>Health Services</li> <li>Nutrition</li> </ul> <p>Breakout Sessions</p> <ul style="list-style-type: none"> <li>Equity (Veronica and Mayra)</li> <li>Equity Team Leader panel discussion (Jim Nguyen) How to get things stirred up</li> <li>Part-time faculty and the SLO process – Mary</li> <li>Everything you wanted to know about TracDat (Mary)</li> <li>Personal Responsibility –Panel answers questions posed by a facilitator</li> <li>Support our Students who are Veterans</li> <li>Psych – Harm Reduction</li> <li>Critical Thinking/provocative (Toño)</li> </ul> <p>Lunch</p> <ul style="list-style-type: none"> <li>Massage and Companion pets available</li> </ul>



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**Monday, February 9, 2015, AT 203C 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
SSLOAC/AUOAC	I/D/A	Veronica	Veronica will attend OTI Retreat on March 6 to assist with the assessment of SSLOs. Mary will be present between 10:00-11:00 am to assist with any TracDat issues.
Educational Master Plan	I/D/A	Mary & Toño	First draft was updated.
ILO Web pages	D	Toño	Individual pages for each of the ILOs are almost ready to be rolled out. These web pages will grow as more direct assessments of ILOs are completed. Additionally the pages will provide documentation to refer to in the Self-Evaluation due for completion Spring 2017. <a href="https://www.deanza.edu/slo/icc_assessment/">https://www.deanza.edu/slo/icc_assessment/</a>  The summary on the following page is in reality an assessment of “Global, cultural, social and environmental awareness” and documents the decision to change this ILO to “Civic Capacity for Global, Cultural, Social and Environmental Justice” <a href="https://www.deanza.edu/slo/icc_assessment/civic_capacity_assessment/cycle_1_narrative.html">https://www.deanza.edu/slo/icc_assessment/civic_capacity_assessment/cycle_1_narrative.html</a>
Newsletter	I/D	All	Newsletters between now and the Convocation will be informational concerning the Convocation itself, i.e. schedule, flyer.
Assessment Plan	I/D/A	Mary	On February 6, 2015 Mary met with Shagun Kaur, Department Chair for Speech Communication (SSH). The department is commended that SLO Assessment work is up-to-date. Assessment Plan document was explained.

			<p>On February 6, 2015 Mary attended the Chemistry Department meeting (PSME). A strategy was developed for prioritizing assessment of SLO statements beginning with those outcomes where the assessment is not documented in TracDat. The need for five-year course revisions will guide their plan for deciding when SLOs will be assessed.</p>
2015 Convocation	I/D/A	Toño	<p>Second draft of the schedule:  Morning open session “The cup is half full”  Summary of assessment of service programs:  Health Services (Alana or Mary S.)  Nutrition  Psych Services?  Student Panel: LEAD, FYE, LINC, Impact This panel discussion will actually be an assessment of each program. The method of assessment is focus group. Questions will be developed by Jeff, Toño, and Veronica.</p> <p>Breakout Sessions  Equity (Veronica and Mayra)  Equity Team Leader panel discussion (Jim Nguyen) How to get things stirred up  Part-time faculty and the SLO process – Mary  Everything you wanted to know about TracDat (Mary)  Personal Responsibility –Panel answers questions posed by a facilitator  Support our Students who are Veterans  Psych – Harm Reduction  Critical Thinking/provocative (Toño)  Provocative – The cup is half empty (Toño)</p> <p>Lunch  Massage and Companion pets available  Department/Division Meetings</p> <p>A suggestion box will be available on the Convocation Day.</p>



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**Monday, February 23, 2015, AT 203C 1:30 – 2:20 pm**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
SSLOAC/AUOAC	I/D/A	Veronica	<p>College Operations – Bookstore: Data provided by Donna Jones-Dulin has been entered into TracDat as appropriate for existing AUOs. However, data has been collected from faculty and staff concerning this program area but there are currently no AUOs created for this data. The plausibility of adding AUOs directed to outcomes for faculty and staff and parallel to the outcomes for students will be investigated with both Donna and the point person of Bookstore operations.</p> <p>Veronica presented the agenda for OTI Retreat which she will attend on Friday, March 6 beginning at 9:00 am. Mary will attend from 10:00 – 11:00 am to answer any Tracdat questions.</p>
Assessment Plan	I/D	Mary	<p>The Department Chair/Coordinator for each instructional area has been emailed directions and the blank assessment plan document for their area.</p> <p>Questions needing feedback from ACCJC through Anu Khanna:</p> <ul style="list-style-type: none"> <li>• What type of evidence is needed to show the connection between outcomes assessment and institutional decision making? What strategies are being employed at other colleges?</li> <li>• What quality control measures should we implement in order to demonstrate sustainability?</li> <li>• What ideas are there to demonstrate evidence of assessment for each of De Anza College’s ICCs? Will the five separate</li> </ul>

			<p>web pages and the narrative as found at <a href="https://www.deanza.edu/slo/icc_assessment/civic_capacity_as_sessment/cycle_1_narrative.html">https://www.deanza.edu/slo/icc_assessment/civic_capacity_as_sessment/cycle_1_narrative.html</a> be sufficient?</p>
Newsletter	I/D/A	All	Draft of Convocation Flyer (see draft schedule below under 2015 Convocation)
2015 Convocation	I/D/A	Toño	<p>Siew Kuek - Psych Services  Julie Lewis – Personal Responsibility  Tony Nguyen – CREM  Puente Program – George Morales &amp; Lydia Hearn  Lead Community – Marc Coronado, Alicia de Toro  Impact – Anu Khanna</p> <p>A suggestion box will be available on the Convocation Day.</p> <p>Third draft of the schedule:  Morning open session “The cup is half full”  Summary of assessment of service programs:  Health Services (Alana or Mary S.)  Nutrition  Psych Services?  Personal Responsibility –Panel answers questions posed by a facilitator to Student Panel: LEAD, FYE, LINC, Impact  This panel discussion will actually be an assessment of each program. The method of assessment is focus group.  Questions will be developed by Jeff, Toño, and Veronica.</p> <p>Breakout Sessions  Personal Responsibility Across Boundaries  Part-time faculty and the SLO process – Mary &amp; Amy  Everything you wanted to know about TracDat (Mary)  Support our Students who are Veterans  Psych – Harm Reduction  Critical Thinking</p>

			Lunch Massage and Companion pets available Department/Division Meetings
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