SLO Core Team Meeting Minutes

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

Thursday , October 3, 2013, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee	D/A	Toño	SLO Steering Committee minutes for the meeting of September 17, 2013 were approved.
CHEA Award	D/A	Mary & Toño	Toño will proofread and update CHEA Award Application. Mary will submit it to Mallory Newell. The application is due October 16.
New Faculty Workshop	D/A	Mary	The following was sent to Jackie Reza: 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 they taught during Winter 2013, and the generation of a report on SLOACs (student learning outcome assessment cycle) for their department/area.
Presentation to Academic Senate	I/D	Mary	The timeline for 2013-14 SLO work was presented to the Academic Senate. The necessity of completing assessment of all SLO statements at the course level and all program level outcomes at the program level was stressed as vital to the completion of the Comprehensive Program Review in April. The larger role that SLO liaisons will have this year was explained. The SLO Convocation day of April 18, 2014 was announced. This date will be the last Friday before the CPR is due to the Deans. Randy corroborated that the CPR is being reviewed in the IPBT and

			that the target date of the reports being due to the respective deans on April 22, 2014 seemed reasonable to the members of the IPBT. The IPBT plans to hold a meeting for all department chairs and coordinators during Fall 2013. Slide presented to the Academic Senate may be found both on the Academic Senate home page and SLO site.
Presentation to Deans	I/D	Mary	Deans were presented the same timeline information as presented to the Academic Senate. In addition, they were given instructions on how to run reports to retrieve assessment information for the departments in their respective divisions from data entered into TracDat. Christina Espinosa-Pieb's support is appreciated by the SLO Coordinators.
RP presentation	D/A	Anu, Mary, Toño & Jim	Ran through presentation. Jim, Mary, and Toño will run through it again during the week of October 7.
New SLO Coordinator Position	D/A	Randy	Randy stated that the job description was still in the process of being approved. The position should be filled by a faculty member rather than staff due to the fact that compensation through release time is meaningful and this does not hold true for staff. When the description for the position is finalized, Randy suggested that we present the job description and advertize the position not only to the Academic Senate but also to the members of each of the planning and budget teams. It is important that the person be knowledgeable of Student Services needs and familiar with those collecting and submitting assessment data for SSLOs and AUOs.

SLO Core Team Meeting Minutes
Randy Bryant, ~~Jim Haynes~~, ~~Anu Khanna~~, Coleen Lee-Wheat, Mary Pape, ~~Toño Ramirez~~

Thursday , October 17, 2013, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
CHEA Award	I	Mary	Application sent to and confirming e-mail was received from Joél Espinoza at espinoza@chea.org .
SSLO/AUO Coordinator	D/A	All	Job description needs to be finalized and then reapproved by Christina Espinosa-Pieb. Mary is to contact Jim concerning this. The position will then be advertized in both the Academic Senate and in the Student Services Planning and Budget Team meetings.
Keeping the faculty informed	D/A	All	Newsletter was updated and approved for circulation. Mary has met with the following liaisons so far this quarter: Jim Nguyen, Byron Lilly, Constance Cole. Presentation to Academic Senate was well-received. The many, many inquiries regarding everything from requesting a TracDat login to "how to complete a program level outcome assessment" evidence that faculty are aware of the necessity to complete their first SLO assessment cycle in time for the data to be included in the Comprehensive Program Review.
New Faculty Workshop	D/A	Mary	A workshop will be prepared by Toño and Mary for Winter 2014. *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*

			they taught during Winter 2013, and the generation of a report on SLOACs (student learning outcome assessment cycle) for their department/area.
Academic Senate	I/D/A	Mary	The Academic Senate has set aside time during their weekly meetings for ad hoc reports from any of the following groups/teams: Curriculum, Professional Development, SLOs, IPBT & SSPBT, GCSEA Sub-Committee, Partners in Learning, and any other committees whose mission directly pertains to faculty.
Presentation to Deans	I/D/A	Mary	Christina Espinosa-Pieb has requested that each dean becomes familiar with the status of work completed in each of their departments and to report out at the Deans' meetings this information.

SLO Core Team Meeting Minutes
Randy Bryant, Jim Haynes, ~~Anu Khanna~~, Coleen Lee-Wheat, Mary Pape, Toño Ramirez

Thursday , October 24, 2013, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
SSLO/AUO Coordinator	D/A	All	Jim has updated the job announcement. Randy will seek Christina Espinosa-Pieb's approval. Then the position will be publicized at Academic Senate and SSPBT meetings.
SLO Newsletter	D/A	All	October 2013 edition summarizing the SLO asks of faculty for the 2013-14 academic year was sent to all faculty Monday morning. The SLO Newsletter was sent to Pippa to send to all Deans today. Thus, in the future the SLO Newsletter should be sent to Deans to keep them informed.
Community College Survey of Student Engagement (CCSSE)	D/A	All	SLO Core team would like the same questions to be included in CCSSE to be administered in Spring 2014. Mallory will submit the questions by December 2nd. There is an additional cost of $500 to factor in as well. The report of the results is here:http://www.deanza.edu/ir/deanza-research-projects/2012_13/ICC2.pdf
RP Group with their monthly *Perspectives* newsletter	I/D/A	All	Request for an article based on our presentation topic to be used for upcoming issues of RP Group monthly *Perspectives* Newsletter. The *Perspectives* articles are roughly 450-500 words with three components: what is it about, what is the value of the work, and how can practitioners use this information in the field. If you would like to see past issues, please click on the link below: http://www.rpgroup.org/resources/perspectives Contact: Wojcik, Alketa [AWojcik@miracosta.edu]

			Mary will start a rough draft and Toño and Jim will edit it.
Academic Senate	I/D/A	Mary	SLO Core Team is invited to make a short report along with other committees any week at approximately 2:40 pm. Mary attended Monday, October 21 announcing the SLO Newsletter had been sent to faculty and asking for questions. There were no questions.
TracDat	D	Mary	Mary was able to have a one-on-one discussion concerning the limitations of TracDat with Paul De Santee at the RP Group Student Success conference. 1) No better way to accomplish collection of Program Reviews than the custom boxes on the General tab for each program area. In fact, this way is now being used at other institutions and, thus, in the next TracDat release there will be the provision to have a new General tab with the boxes for each year. 2) No better way to collect assessments of ILOs except Paul suggested using Assessment Unit rather than Reporting Unit because more information may be pulled out for Ad Hoc reports. 3) Nuventive is aware of the issues with the built-in reports. Mary will investigate this last point further to see if she can suggest a solution be it a specific browser or a definitive way to return to the default of the report.
Liaisons	D	All	Prepare Workshop for early January. Suggest Thursday with a repeat on Friday.
ICC/Global/Cultural/Social/Environmental Awareness	D/A	Toño	This ILO is likely to be revisited at this year's SLO Convocation as part of the Equity Plan due July 2014. Cynthia and Veronica are working on redefining the terms: equity, diversity, inclusion, …. The consensus is that the result of the first assessment of this SLO will lead to this institution learning outcome being reworded. Other ideas for 2014 Convocation include a discussion on shared governance as part of our responsibility to assess our process.

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

Thursday , October 31, 2013, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
SSLO/AUO Coordinator	D/A	All	Randy informed us that Christina approves the updated job description for Coordinator for the Student Services Learning Outcomes (SSLO) and Administrative Unit Outcomes (AUO) position. Since the SLO committee is a subcommittee of Senate, the candidates would need to be approved by Senate. The position should be a faculty position as previously discussed. Randy will announce the position at the Academic Senate meeting on Monday, November 4. Mary will elaborate on the key responsibilities of the position, and have some copies of the job position description available.
Community College Survey of Student Engagement (CCSSE)	I	Mary	Request to repeat same questions was sent to Mallory and she concurred that repeating same questions was a good idea. The report of the results is here:http://www.deanza.edu/ir/deanza-research-projects/2012_13/ICC2.pdf
Equity Plan	D/A	Toño	Toño reported on the proposed initiative to connect ICC/Global/Cultural/Social/Environmental Awareness assessment as part of the Equity Plan. Cynthia Kaufman has created a draft of a rubric. Before we move forward with this rubric the SLO core team would like to meet with Veronica, Cynthia, and Jackie Reza in order to better frame the SLO Core Team's role in the Equity Plan. Some of the questions to be answered in such a meeting are:

			-Do we have any clear sense as to the assessment requirements that must be met in our equity plans? Is there a model assessment that we could use to 'work backward' in planning our own assessments? -How can the rubric that Cynthia has already started developing effectively serve both our ICC and equity plan needs? -Should the rubric (or related questions) be included in the Comprehensive Program Review document in April? What will the connection between the CPR and the equity plan be?
SLO Office Hours	I/D/A	Mary	Cassie Hanna (Nursing) and Mike Appio (MCNC Department Chair and Bus/CS/App Tech/MCNC Division liaison) made use of SLO office hours during the week of October 28.
Liaisons	D	All	Toño will send liaisons a reminder e-mail and ask "which area in your Division exemplifies model SLO process assessment work?"