



SLO Team Meeting:

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

Date: November 3, 2011

TOPIC	Purpose	LEADER	Outcome
Relook at proficiency rubric and determine what we are missing	I/D	Jim	ACCJC website has added examples and resources to their website entitled: <i>Applying ACCJC Guidelines to SLO/Assessment: 2012 Proficiency into Practice</i> . The ACCJC and the Academic Senate are sponsoring an Accreditation Institute in Anaheim February 10 and 11. SLO Coordinators plan to attend. Funds will be requested at the next Steering Committee meeting.
Assessment office	I/D	All	SLO team is still waiting to hear on this proposal which was presented to Senior Staff October 10, 2011. Topic will be included on the SLO Steering Committee agenda for November 17.
SLO “Helpshop”	I	Toño, Mary	Toño and Mary will be available to help faculty with SLO work (writing SLO statements, PLO mapping, assessments, and entering data into ECMS) fro 11:00 am – 1:00 pm Friday, November 4, 2011 in AT 205
SLO Steering Committee meeting at 3:00 PM on Thursday, November 17 via MeetingMaker	I	Toño	Toño posted event on MeetingMaker. So far it appears all can attend except that Christina has a conflict.
TracDat	I/D/A	Mary	Decision was made to begin migrating SLO statements over to TracDat. After the point that they are downloaded from ECMS system all revisions will have to be made on TracDat. Suggestion is to have checking the SLOs the first learning step for new learners on the TracDat system.

			LDAP will be used for faculty accounts.
CPC and institutional assessment through shared governance committees			Will revisit at next meeting for full-committee discussion
Scantron and Scantron training			Will revisit at next meeting for Coleen's update



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Date: November 10, 2011

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SLO “Helpshop”	I	Mary, Toño	Toño reported that while there were only a few faculty who came those that did really achieve their intended goal for that day. In particular a couple of part-time faculty stopped by for help with exactly what the SLO process was all about and for help with the ECMS/SLO system.
TracDat	I/D/A	Mary	Bradley will download courses from ECMS system and Mary will upload these to TracDat. Bradley, Mary and Paul from Nuventive are coordinating the downloading of SLO statements from ECMS/SLO and uploading these to TracDat from Nuventive’s side. Discussion into the feasibility and necessity of hooking into LDAP (Banner) for faculty accounts is still under discussion.
SLO Steering Committee meeting	I	Toño	Toño reported that since Friday, November 18 was in direct conflict with IPBT meeting the next available date appeared to be Friday, December 16. Since this is the last day of finals week, it was decided to make this into a SLO retreat day from 1:00 – 5:00 pm. The first two hours will be dedicated to the SLO Core Team and then from 3:00 – 5:00 pm would be the meeting of the SLO Steering Committee. Agenda items for the Steering Committee are to include defining the meaning of proficiency as stated on ACCJC rubric and the proposed SLO Assessment Office.
CPC and institutional			Will revisit at next meeting for full-committee discussion

assessment through shared governance committees			
Scantron and Scantron training			Will revisit at next meeting for Coleen's update



SLO Team Meeting:

Anu Khanna, Jim Haynes, ~~Coleen Lee-Wheat~~, Toño Ramirez, Mary Pape, and Wanda Burzycki (guest – SLO Coordinator from Santa Rosa Junior College)

Date: November 17, 2011

TOPIC	Purpose	LEADER	Outcome
TracDat	I/D/A	Mary	Changes to the set-up were discussed. The levels of users will be vetted more fully and decisions made as to how to best use these along with “Assign” tab and the e-mail only user option.
SLO Steering Committee meeting	I	Toño	<p>To ensure that Christina Espinosa-Pieb is able to attend, the SLO retreat and SLO Steering Committee meeting has been moved to Wednesday, December 14 from 1:00 – 4:00 pm in AT 109.</p> <p>Agenda items for the Steering Committee meeting are to include defining the meaning of proficiency as stated on ACCJC rubric, the proposed SLO Assessment Office, and an update on implementation of TracDat.</p>
Sharing of SLO progress with Santa Rosa Junior College	D/I	Wanda, Anu	Santa Rosa JC appears to parallel our progress in many ways although they did start earlier, in 2006. The process has been pushed by their Academic Senate. They are looking for better ways to capture and archive the data. Currently they are using a “home grown” system. They have close to 100% of Student Outcome Statements written but only about 20% of the courses with assessments and enhancements complete. This academic year of 2011-12 they are working to plan out assessments of Program Level Outcomes and mapping them to ILOs. They have begun directly assessing one of their ILOs through administering a math and English test throughout campus. With this ILO complete then they will move to find a way for a direct assessment of another

			ILO.
CPC and institutional assessment through shared governance committees			Will revisit at next meeting for full-committee discussion
Scantron and Scantron training			Will revisit at next meeting for Coleen's update