

**De Anza College**  
**Notes September 19, 2011**

Purpose: SLO Steering Committee Meeting

Location: Admin 109

Time: 2:00 - 4:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
New Faculty Orientation	D/A	Pape/Ramirez	<p>New faculty were introduced to the SLO process during a 9/14 orientation session. M. Pape/T. Ramirez walked faculty through a formal introduction to the process, and then spent 15 minutes in a hands-on activity. discussing specific assessment methods appropriate for course SLOs.</p> <ul style="list-style-type: none"> <li>• It is suggested that new faculty be given ECMS/Tracdat access <i>prior</i> to this training in future years.</li> </ul>	
Opening Day, Thursday	D/I/A	All	<ul style="list-style-type: none"> <li>• Prior to Thursday, chairs will receive course SLO data for their departments, along with electronic copies of worksheets to be completed during Friday department meetings</li> <li>• SLO team representatives will present “Mission (Im)Possible” video and explain the worksheets during Thursday division meetings.</li> <li>• Deans will be CCed on this correspondence upon request.</li> <li>• A parallel video for SSLO/AUO work is under preparation.</li> </ul>	
Liaison Reception	D/A	All	<p>An informal reception for SLO division liaisons will be held at the El Clemente room from 4-5 PM on 9/22. During this reception, the SLO team will verify the members of the liaison team, inform liaisons of this years’ SLO plans, and ask liaisons for any questions/suggestions they may have.</p>	
Opening Day, Friday	D	All	<ul style="list-style-type: none"> <li>• J. Haynes/M. Pape/T. Ramirez will present a PowerPoint slide show during the campus-wide presentation on 9/23. The presentation has three aims: <ul style="list-style-type: none"> <li>• Acknowledge the success of SLO work up to this point</li> <li>• Identify the role of SLO work in the accreditation process</li> <li>• Inform campus of major SLO-related events in the coming year</li> </ul> </li> </ul>	
TracDat	I/D	Haynes/Pape	<p>J. Haynes/M. Pape gave a brief demonstration of the capabilities of TracDat to the steering committee. A similar presentation will be available to accreditation team visitors upon request.</p>	
Accreditation	D/I	Pape/Ramirez	<p>In preparation for the accreditation team’s visit, the SLO website has been redesigned for the sake of clarity. The new site design was presented to the steering committee and approved.</p>	

SLO Student Assistant	I/D/A	Lee-Wheat	<p>SLO-related needs for a student worker were identified:</p> <ul style="list-style-type: none"> <li>• Fall: Uploading any remaining PLO documents containing departmental timelines for assessment and/or mapping to ICCs</li> <li>• Winter: Need for student assistance will escalate as we begin the process of copying SLOAC data from ECMS into the TracDat system</li> <li>• Assist in the promotion of the spring SLO convocation</li> </ul> <p>R. Tomaneng will confer with to determine who is most appropriate to do this work.</p>
Newsletter	D	Pape	<p>The next issue, aimed for an early October release, will focus on SLO-related activities during Opening days.</p> <ul style="list-style-type: none"> <li>• M. Spatafore, R. Tomaneng and others will offer relevant information/content suggestions for the issue based on the outcome of Opening Days</li> </ul>
Set next meeting	D/A	All	<p>The steering committee will meet once a quarter this year, so as to maximize attendance. A mid-November Thursday was proposed as the most ideal time. T. Ramirez will invite the committee to a meeting at 3:00 PM on Thursday, November 17 via MeetingMaker</p>

A = Action | D = Discussion | I = Info | Online = <http://www.deanza.edu/gov/IPBT/>

<b>Administrative Reps</b>	<b>SLO Coordinators</b>	<b>SLO Team Members</b>	<b>Shared Governance Reps</b>
Christina Espinosa-Pieb, VPI - absent Stacey Cook, VPSS - absent Marisa Spatafore, Marketing Rowena Tomaneng, AVPI Mallory Newell, IR Donna Jones-Dulin, Finance & ED Planning AVP AB Stacey Cook, VP Student Service AB Gregory Anderson, Deans Mi Chang, Academic Services Kim Te, Academic Services Mallory Newell, College Researcher	Mary Pape, SLO Coordinator Tono Ramirez, SLO Coordinator Jim Haynes, SSLO Coordinator	Anu Khanna, Curriculum Co-Chair Jackie Reza, Staff and Organizational Development Coleen Lee-Wheat, Academic Senate VP	Karen Chow, Academic Senate President Rich Hansen, FA - absent Lois Jenkins, Classified Senate President- absent