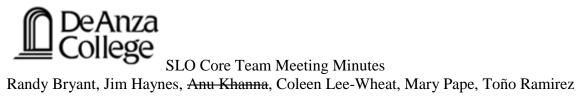**De Anza College**

SLO Core Team Meeting Minutes

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

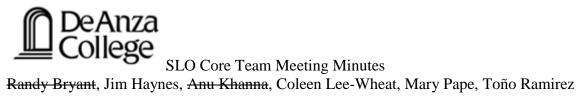**Thursday October 4, 2012**, LCW (Jim's new area"; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Presentation to the Academic Senate	D/A	Mary Toño	October 8 at 3:30 pm Topics need to be outlined (running reports – Mary; Task Force - Toño
ACCJC Report	D/A	Marisa	Documents as evidence will be finalized and given to Marisa and Lois on October 9.
Critical Thinking Task force	I/D	All	Meeting Times Agenda for meeting
TracDat/SLO Process Training sessions	I/D/A	Tono	Environmental Studies Last Thursday afternoon - Mary Cecelia Deck today - Mary Idea: Send a note via Karen that all are to look on the SLO main page web site for dates/times/location for the coming weeks

SLO Core Team Meeting Minutes

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

Thursday October 11, 2012, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Presentation to the Academic Senate	I	Mary Toño	Report to the Academic Senate focused on the progress of the Critical Thinking Task Force and the numbers as they will be presented in the College Status Report on SLO Implementation due to the ACCJC on October 15. The fact that SLO Process is on the minds of faculty and administrators was evident by the suggestions and questions: link to TracDat off myPortal (still will require a second login), Friday "SLO" parties, and desire for monetary compensation for adjunct faculty. The point that the process is part of the responsibility of teaching the class was brought to light by multiple attendees at the meeting. Faculty are encouraged to keep their assessment on the SLOAC Worksheet Word document and get together for "SLO Parties" to enter data into TracDat where discussion time will assist in the Reflection and Analysis and Enhancement stages.
ACCJC Report & Visit	I/D/A	Mary	Evidence to accompany the narrative statements on the College Status Report on SLO Implementation is complete and ready for the CD. It is on the puma server and Toño is working on having each document singularly accessible via the SLO website. Links need to be prepared to access some of the documents also from the Follow-Up Report.
Critical Thinking Task force	I/D	Toño	Toño has met with Mallory (Institutional Research Analyst) to discuss design of assessment tool. Once the rubric is complete

			Mallory will assist in the design of the tool which, in the beta testing stage, faculty will be asked to volunteer to use. In order to have the most involvement two meeting times are planned for the Task Force: Wednesday, October 17 3:30-5:00 pm and Thursday, October 18 12:30-2:00 pm. At Mallory's suggestion the bullet points for describing critical thinking will be compressed into approximately five key points. The possibility of assigning points to each level will also be discussed.
TracDat/SLO Process Training sessions	I/D/A	Toño	SLO HelpShop was held Wednesday, October 10: 1-2 PM, MLC 243 Computer Lab. There were no participants. We will continue to offer such "HelpShops" but attending department/division meetings/gatherings or holding one-on-one sessions seems to work best. Mary will meet with the Child Development department on October 26, 11:00 am – 1:30 pm.

SLO Core Team Meeting Minutes

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

Thursday October 18, 2012, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
ACCJC Report & Visit	I/D/A	Mary	Reviewed final submissions of the Follow-Up Report as well as the College Status Report on SLO Implementation. Discussed preparation for visit on October 24 – 25th including TracDat views.
Critical Thinking Task force	I/D/A	Toño	Discussed outcomes from meetings (Wed 3:30 – 5:00 pm and Thurs 12:30 – 2:00 pm): The twelve original critical thinking criteria were "distilled" down into five. Each committee member will choose one to express with about 10 descriptive words. The task force members will beta test the tool this quarter. We will reach out to students services and classified staff to ascertain if anyone from these groups would like to be a part of the beta testing.
TracDat/SLO Process Training sessions	I/D/A	Toño Mary	A special TracDat login has been created for our ACCJC guests.