

**De Anza College
Minutes for Sept 25, 2012 Meeting**

Purpose: SLO Steering Committee Meeting

Location: Admin 109

3:00-5:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
Summer work: ICC Task Force Update	I	Ramirez	<ul style="list-style-type: none"> ▪ Member submissions for rubric language are due this week ▪ A meeting will be scheduled in the first three weeks to begin developing an assessment tool 	
Summer work: New Faculty Training	I	Ramirez	<ul style="list-style-type: none"> ▪ Ramirez, Pape and Haynes gave a presentation on 9/12/12 to all new hires 	
Summer work: TracDat Update	I	Pape	<ul style="list-style-type: none"> ▪ Help-shops conducted July 2 from 2:00-3:00 pm; July 3 from 10:00-11:00 am ; July 11 from 10:00 am – 12:00 noon & 2:00 – 4:00 pm; July 13 from 10:00 am - 12:00 noon ▪ Course and SLO updates for new courses, deleted courses, courses with title/number changes, and courses where 5-year review was completed. ▪ Special reports created along with screen shots to allow Deans in instructional areas to dynamically track SLO process ▪ Special reports created along with screen shots to allow department chairs/coordinators to self-assess and plan for the SLO process <ul style="list-style-type: none"> ○ It was decided that an additional report, similar in access to the deans' reports, should be made available to senior staff in order to facilitate awareness of SLOAC progress across the campus. 	
Summer work: Opening Day	I	Pape	<ul style="list-style-type: none"> ▪ T. Ramirez will develop some brief words to be included in B. Murphy's address to inform campus about the ICC Taskforce, remind everyone about the upcoming ACCJC follow-up visit, and encourage everyone to complete SLOAC work ▪ M. Pape has prepared separate memos for the deans and department chairs, informing them of our 'asks' for opening day meetings: <ul style="list-style-type: none"> ○ Each department will run a report of their current SLOAC work from within TracDat, and will complete a survey (http://irp.fhda.edu/cgi-bin/rws5.pl?FORM=SLO) to act as a self-assessment for SLOAC progress. The survey will also help update the evidence of our college's progress towards meeting ACCJC expectations for proficiency for Fall of 2012 for the report due on October 15. 	x

Summer work: ACCJC Follow-Up Report	I/D /A	Pape/Ramirez	<ul style="list-style-type: none"> ▪ Each member of the core committee has prepared a response for one or more of the required sections of the report, and compiled a list of evidence to substantiate claims of SLO proficiency. M. Pape is gathering soft copies of all files used as evidence, and will submit both the files and responses to M. Spatafore for review and revision. ▪ Feedback and suggestions from any and all Steering Committee members welcome 	
This year's work: ACCJC Follow-Up Visit	I/D /A	All	<ul style="list-style-type: none"> ▪ M. Spatafore will begin work editing the follow-up report in the first week of the quarter. ▪ The core committee will direct its attention toward encouraging completion of SLOAC work to maximize data 	
This year's work: Spring 2013 SLO Convocation	D/ A	Ramirez	<ul style="list-style-type: none"> ▪ Date set for 4/26/2013—date has been submitted to master calendar, and room has been reserved ▪ Promotion and activities should be discussed ▪ Choosing the next ICC for assessment: <ul style="list-style-type: none"> ○ Steering committee has resolved to leave this to a vote in the Academic Senate. Core team will present this as a topic at an upcoming Senate meeting. 	
Transition to 'sustainability': The Office of Outcomes and Assessment	D/ A	All	<ul style="list-style-type: none"> ▪ This is the final year for the current SLO Coordinator structure. A new model for outcomes leadership must be determined and planned to take over at the end of the 2012-2013 year ▪ The Office of Outcomes and Assessment is the model recommended by the current core committee. <ul style="list-style-type: none"> ○ Because of the current budget situation, this model is presently unfeasible. We will work under the assumption that the current SLO leadership model will remain intact for the next 5-year assessment cycle, until otherwise notified. The college remains firmly committed to outcomes assessment, and will find ways to support the committee as needed. 	x

<p>Transition to ‘sustainability’:</p> <p>What to do when the ‘work is not honored’</p>	<p>D/ A</p>	<p>All</p>	<ul style="list-style-type: none"> ▪ Now that we have established ‘proficiency’ in outcomes work, it is reasonable to suppose that the majority of the campus is well aware of the SLO process, and of their responsibilities as participants. ▪ As we shift toward a sustainable SLO model on campus, it is time to discuss some of the difficult questions that have been tabled until now: <ul style="list-style-type: none"> ○ How exactly will non-participation be handled? ○ How should we address SLO work that is submitted, but beneath reasonable quality standards? <ul style="list-style-type: none"> ▪ Two broad strategies were discussed. First response to non-participation should be <i>investigative</i> in nature—i.e. meet with department members to determine <i>why</i> the work is not being done. The second step is still up for discussion, but we must not lose sight of the fact that we have worked very hard to establish a non-putative culture of assessment on campus. Any means taken to enforce participation should keep this in mind. Suggestions offered include: <ul style="list-style-type: none"> • Emphasizing the role of outcomes data in PBT decision-making • Tying SLOAC work more directly to the curriculum revision process • Tying SLOAC work more directly to the conference/travel stipend process • Institutional recognition for excellence in assessment work 	
<p>This year’s work:</p> <p>Academic Senate Involvement</p>	<p>D/ A</p>	<p>All</p>	<ul style="list-style-type: none"> ▪ The core committee welcomes Randy Bryant! ▪ Steering committee will discuss the role that the Senate will play in this year’s work (and beyond) 	
<p>Additional topics</p>	<p>D</p>	<p>All</p>	<ul style="list-style-type: none"> ▪ G. Anderson posed an interesting question to consider: At one point, discussions of student equity were new to the campus conversation, and encountered some of the kinds of resistance that have been seen in response to SLO work. This prompts an interesting set of questions: (1) How did ‘student equity’ become a part of the campus culture (such that it is now taken for granted as a core component of decision making) and (2) How can we learn from this as we progress toward a sustainable outcomes assessment process at De Anza? <ul style="list-style-type: none"> ○ This should be taken up again at our next meeting. 	

A = Action | D = Discussion | I = Info

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
Christina Espinosa-Pieb, VPI Stacey Cook, VPSS Donna Jones Dulin, VPCS Letha Jeanpierre, VPFES Marisa Spatafore, Marketing Rowena Tomaneng, AVPI Mallory Newell, IR Gregory Anderson, Deans Mi Chang, AS & Curriculum	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, Dean Randy Bryant, Academic Senate VP	Karen Chow, Academic Senate President Rich Hansen, FA Lois Jenkins, Classified Senate President absent