



SLO Core Team Meeting Minutes

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

Wednesday, January 15, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee	D/A	All	Updated and approved SLO Steering Committee minutes from the meeting of December 12, 2013.
SSLO/AUO Coordinator	D/A	All	This position needs to be filled by Full-time tenured (phase 3, 4 <sup>th</sup> year also) faculty member. As of today no one has applied for the position. Mary will consult with Rowena for assistance. Mary will contact Jim for contact person(s) for each SSLO/AUO area.
SLO Core Team	I/D/A	All	The desire is to add more members to the SLO Core Team in order to gain wider input. Since Amy Leonard and Jeff Schinske are long-time SLO Liaisons they will be invited as guests to attend weekly meetings.
Comprehensive Program Review Documents	I/D	All	<ul style="list-style-type: none"> <li>• IPBT has approved the CPR document. Mary will send it to the liaisons.</li> <li>• TracDat is 90% updated.</li> <li>• The role of the liaison in regards to the CPR as well as the added questions were discussed at the SLO Liaison meeting held on January 9, 2014.</li> </ul>
Convocation	I	All	<p>April 18, 2014 is the date of the Convocation. Conference rooms A and B in Hinson Center have been reserved and Campus Dining Services have been informed of our needs.</p> <p>The layout of the meeting will be 8:30 – 9:00 am Continental Breakfast, all campus presentation with activities (9:00 am to noon), hosted lunch (noon – 1:00 pm), and afternoon workshops and meetings in departments/divisions for the purpose of completing SLO/PLO process work and incorporating findings in the</p>

			Comprehensive review which will be do the following week.
Equity Plan	D/A	Toño	Veronica Neal will be invited to another SLO Core Meeting in order to gain greater clarity on ways to incorporate the Equity Plan work as a branch of outcome assessments. This might include collecting data via TracDat in a manner parallel to program level outcomes and to use Veronica's rubric as the basis for creating equity plan outcomes.
Adjunct faculty and SLO work	I/D	All	<p>Current FA sentiment concerning SLO work and adjunct faculty is that the adjunct faculty member should be compensated for work even if that work is completed voluntarily.</p> <p>Since adjunct faculty who attend Opening Day and Convocation flex day are compensated, then completion of set amount of work by the afternoon of these events would warrant a stipend. This is an issue that needs to be resolved before the cycle of assessments is done in preparation for the College's next accreditation.</p>
Academic Senate	I/D/A	Mary	Next possible date for a report out to the Academic Senate is March 3.



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 Guests: Amy Leonard , Jeff Schinske

**Wednesday, January 22, 2014, PE 610; 1:30 – 2:20 pm**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
SLO Core Team	D/A	All	<p>SSLO/AUO Coordinator: This position needs to be filled by Full-time tenured (phase 3, 4<sup>th</sup> year also) faculty member. Rowena is currently assisting in finding a person to fill this position.</p> <p>There is a need to add additional core team members as others are transitioning their roles at De Anza College. Amy Leonard and Jeff Schinske joined the meeting as guests. As Liaisons for several years they bring ideas from working with individual faculty within their respective Divisions.</p>
Comprehensive Program Review Documents	I/D	All	<p>The Comprehensive Review Document has been sent to SLO Liaisons.</p> <p>Looking ahead to the next SLO/PLO cycle of assessments it was suggested that departments/program areas develop a standardized survey to assess the program level outcomes.</p>
Convocation	I/D/A	All	<p>Location has been finalized (Hinson center rooms A &amp; B), refreshments ordered, the overview of the schedule set, and the date has been set in the school calendar.</p> <p>Tasks remaining:          Request of Academic Senate for monies to help cover the refreshments.          Definite plans for the morning all faculty and staff session.</p>
Equity Plan	D/A	Toño	Cynthia Kaufman and Veronica Neal have been requested to

			attend one of our Wednesday core meetings or to set up a meeting at some mutually convenient time for discussion of exactly what the ask of faculty will be and how data might be collected from individual program areas in assessing equity.
Liaisons	D	All	Liaisons will be asked to list departments that are at or near 100% who deserve praise for their SLO process work. Liaisons will also be requested to list areas that are lagging behind and might be able to benefit from one-on-one assistance from Toño and Mary to catch up to speed on SLO work.
Academic Senate	I/D/A	Mary	Update on SLO/PLO work tentatively planned for Monday, February 3.



SLO Core Team Meeting Minutes

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Guest: Amy Leonard

**Wednesday, January 29, 2014, PE 610; 1:30 – 2:20 pm**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
SLO Core Team	D/A	All	<p>SSLO/AUO Coordinator: No faculty member has stepped up to fill this position. This position needs to be filled by Full-time tenured (phase 3, 4<sup>th</sup> year also) faculty member.</p> <p>Toño and Mary will meet with Christina Espinosa-Pieb and Rowena Tomaneng on Monday, February 3 to discuss the SLO Core Team’s work.</p>
Comprehensive Program Review Documents	I/D	All	<p>The Academic Senate is hosting a Department Chairs meeting on Friday, February 28 from 1:00 – 2:00 pm. One topic on the agenda will be the Comprehensive Program Review. Toño and/or Mary will be in attendance to answer any questions.</p> <p>Department Chairs are beginning to have questions regarding the CPR. Mary will send document to department chairs and post on TracDat.</p>
Convocation	I/D/A		<p>The big draw for faculty and staff to attend the Convocation is the CPR which is due to Deans on April 21.</p> <p>The morning session with faculty and staff remains unset since we are awaiting direction from Veronica Neal and Cynthia Kaufman in regards to the Equity Plan</p>
Equity Plan	D/A	Toño	Toño will reach out Veronica and Cynthia once again to set a meeting.
Liaisons	D/A	All	Liaisons were emailed with the request to name their “star”

			<p>departments in regards to SLO work and also to email names of any departments that appear to need a little extra help for Mary and/or Toño. Two such departments that Mary will be reaching out to are Paralegal (Terry Ellis) and Administrative Justice (Jim Sweets).</p> <p>Some SLO liaisons have requested the absolute deadline for the completion of SLO and PLO assessments. That date would be the last day of Spring break (April 6, 2014).</p> <p>It should be stressed that in addition to needing to complete SLO and PLO assessments for data for inclusion in the Comprehensive Program Review, during Spring quarter De Anza College will again be asked to submit a summary of the number of SLOs and Program Level Outcomes completed campus wide. Furthermore, soon we as a College will begin planning the Self-Study for our next accreditation cycle.</p>
Academic Senate	I/D/A	Mary	Visit to Academic Senate will be postponed until after meeting with Christina and Rowena and after next meeting with Cynthia and Veronica.
Newsletter	I/D	All	Possible articles: Assessments stored as pdf's on ECMS; Explain the role of Office of Equity, Social Justice and Multicultural Education; next step for Critical Thinking; rubrics in general; the SLO -> CPR connection; introduce the concept of the standardized survey for this next assessment cycle.
New Faculty Workshop	D/A	Mary	This workshop will take place Winter 2014. Mary will email Jackie Reza to see if this workshop is still on the schedule.