



SLO Core Team Meeting Minutes

Present: Veronica Avila, Amy Leonard, Mary Pape, Toño Ramirez

Thursday, January 7, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
December 2015 Minutes	D/A	Mary	Minutes for December were approved and will be posted.
AUO Training	I/D	Mallory	<p>On Wednesday, January 13th from 9:00 – 11:30 a.m. Mallory will hold AUO training session for Marisa Spatafore's area which includes the web team, the multimedia team and marketing. Veronica and Mary will be present. Mary will verify that all registered participants have TracDat login information.</p> <p>Veronica will be meeting with Stacey Cook this week in order to plan a workshop with those from her area including student services, OTI, and enrollment services.</p>
Adjunct Faculty and SLO requirements	I/D/A	Mary and Mallory	<p>The following is an excerpt from the FHDA Agreement which delineates the new responsibilities for part-time faculty. This will be emailed to all department chairs along with information regarding program review.</p> <p>7.25 Part-time faculty employees shall be required to participate in Student Learning Outcome (SLO/SAO) activities. For the purposes of this article, participation is defined as: 7.25.1 Inclusion of the SLOs on the “green sheet” for all courses; 7.25.2 Proctoring an assessment for at least one assigned course per year, and sharing a summary of the results of the assessment with the department/division, provided at least one assigned course is scheduled for department assessment during a quarter of assignment; and 7.25.3 Participation in a minimum of one department/division discussion of SLO/SAOs per academic year, provided discussion occurs during the quarter or quarters of assignment. Discussion participation may be in person or by electronic means (email, discussion board, etc.).</p> <p>Veronica pointed out that part-time faculty should be reminded that SLO</p>

			statements need to be included in the syllabus in a timely manner.
Program Review Document	I/D/A	All	<p>Program Review Workshop dates tentatively scheduled: <i>Participants will be able to create responses to Program Review questions to gain the most benefit from the Program Review for their department. Entering the information into the Word template and into TracDat will be thoroughly explained. Ideas concerning gathering support data will also be presented. While this workshop is geared for Department Chairs all employees are welcome to attend and will find it informative.</i></p> <p><i>Please pre-register with Mary Pape, SLO Coordinator, so that adequate materials can be provided. E-mail her at <papemary@fhda.edu></i></p> <ul style="list-style-type: none"> • <i>Thursday, February 4, 2:30 – 3:20 pm</i> • <i>Wednesday, February 10, 12:30 – 1:20 pm</i> • <i>Friday, February 26, 1:30 – 2:20 pm</i>
Partners In Learning Conference	I/D/A	Toño	<p>Title: <i>How ‘One More Thing’ Can Lead to ‘Far Fewer Things’: Assessment as a mechanism for managing workload</i></p> <p>Abstract: <i>A common concern about the ongoing requirement to assess learning outcomes on our campus pertains to stress and schedule management. The worry, in short, is that the time spent on assessment compounds a workload that, for many faculty and staff, already exceeds reasonable expectations.</i></p> <p><i>In this workshop, De Anza’s SLO Coordinators will use examples to illustrate the possibility that an investment in authentic outcomes assessment work can in fact serve to maximize efficiency, making our work load more manageable than it might otherwise be. We will also discuss possibilities for using assessment work to re-discover the elements of our teaching practice that most invigorate us. Paradoxical though it may</i></p>

			<p><i>seem, we hope to show that by incorporating serious outcomes assessment into our pedagogy, we can turn 'one more thing' into a more sustainable workload. Rather than taxing us further, this work can yield work that is in many ways easier and more rewarding, both for teachers and students.</i></p> <p>Some ideas for this workshop:</p> <ul style="list-style-type: none"> • Reading department: Assessment of SLOs led to the development of a rubric making each faculty members grading more meaningful, consistent, and resulted in less time spent grading. • The assessment of SLOs revealed the topic of citations was causing students much angst in EWRIT 2. They now introduce citations in all prerequisite courses and reading department has also begun to teach about citations to their students. This frees up students' time, class time, and faculty time in EWRIT classes. Mandate for including citations also has the positive side-effect of reducing plagiarism. • By the time we were developing the CIS 22A and CIS 22B courses the SLO work had shown the CIS faculty that we can be even more productive when working together. Thus, for each of these two new core courses together we developed a master shell on Catalyst each taking responsibility for a section while adding material to other sections. • Faculty using Catalyst in conjunction with their class have built in mechanism for collecting data. It is just that most do not know about it.
Newsletter	I/D/A	All	Next Newsletter will advertise the workshops including summarizing the information presented in the workshops.



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Thursday, January 14, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Training	I/D	Veronica, Mallory, Mary	<p>AUO training session for Marisa Spatafore's area was held January 13, from 9:30 -11:30 am. This area includes the web team, the multimedia team and marketing. Attendees in addition to Marisa were Larry Ching, Tammy Ehle, Alex Harrell, Vanessa Smith, and Lori Susi. Unable to attend was Vincent Aamodt.</p> <p>Veronica gave her presentation which includes the definition of an AUO and some examples. To draw out ideas for formulating meaningful outcomes that are assessable, Veronica conducted the “Pair Share” activity asking each “What is the most meaningful part of your work De Anza College?” Mallory then distributed a worksheet which assists in actually committing to outcome statement and methods of assessing this statement. As a group, an outcome statement was formulated along with the methods of assessment. Date for completion of assessment is Spring 2016. Mary will add this area into TracDat along with work completed during this workshop. Thereafter, Vanessa will have TraDat access and be the point person for adding assessments.</p> <p>Veronica will continue to pursue setting up a similar workshop with Stacey Cook’s area.</p>
Program Review Document	I/D/A	All	<p>Program Review Workshop dates scheduled:</p> <ul style="list-style-type: none"> • Thursday, February 4, 2:30 – 3:20 pm • Wednesday, February 10 12:30 – 1:20 pm • Friday, February 26 1:30 – 2:20 pm
Partners In Learning	I/D/A	Toño	Conference will be held on March 11. We have been asked to

Conference			accept an afternoon slot for our presentation. We will need to be flexible since Veronica is also a presenter in two other workshops.
Assessment of Short Courses	I	Mary	Some assessments have been completed. Further SLO work will continue once the new director is selected.
TracDat	I/D/A	Mary	<p>Please report to Mary Pape any abnormalities with the execution of TracDat. Faculty from Business and one from ESL have reported issues.</p> <p>As a point of information our contact person at Nuventive is Frank Marshall (fmarshall@nuventive.com) .</p>
Newsletter	I/D/A	All	<p>Next Newsletter is scheduled for Monday, January 25.</p> <p>Articles to be included:</p> <ul style="list-style-type: none"> • Advertise the Program Review workshops including summarizing the information presented in the workshops. • Abstract of our presentation for Partners in Learning Conference • AUO assessment progress • New responsibilities that part-time faculty now have
Liaisons	I/D/A	Amy, Toño, Mary	<p>Meeting set for 12:30 on Wednesday, February 3. Topics:</p> <ol style="list-style-type: none"> 1) Timeline of assessments 2) Role of part-time instructors since contract update (Fall 2015) 3) Outline of the Program Review process in order for them to assist chairs in their area. 4) Liaisons need to know that the ACCJC site visit committee might request to meet with one or more of the liaisons to discuss evidence of assessment work.



SLO Core Team Meeting Minutes

Present: Veronica Avila, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez,

Thursday, January 21, 201, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Progress	I/D	Mallory	Office of Communication area has been added into TracDat. The outcome and methods created during the workshop are now in TracDat. Henceforth, Vanessa Smith has TraDat access and will be the point person for adding assessments.
Program Review Document	I/D/A	Mary, Coleen	<p>Coleen and Mary presented the updated Program Review document, the sample of a completed program review, and Program Review slides to the IPBT on January 19th. In section IV and V several requests for information were updated for clarity by members of the IPBT. The IPBT wishes the word document with responses to be posted to De Anza website since the entire questions is shown positioned next to the response.</p> <p>It was at this meeting that the SLO Coordinators were first informed that Program Review due date was set for March 25 instead of mid-April. We have requested the date to be set back to April 17th for the following reasons:</p> <ul style="list-style-type: none"> • A main purpose of the Convocation is to provide time and space for departments to finalize the Program Review document • Data for Advisory boards may not be ready in time to be included since deadlines were set with mid-April due date for submitting the Program Review in mind. • March 25 is the last day of finals week. Most departments do not schedule meetings for finals week and the week immediately preceding finals week. • Just too late to inform department chairs of this much earlier of

			<p>a deadline</p> <p>Presentation: A new slide will be added after slide #6 when and if a link to Equity Plans is received.</p> <p>Mary will prepare the sample Program Review responses embedded in the document itself to distribute to the IPBT members by their meeting of January 26th.</p> <p>The SLO Core Team reviewed the Program Review document making clarifications to IV. A., IV.B. and V.J.. In addition, SLO will be translated consistently throughout the document as Student Learning Outcome, removing “student level outcome” and “course level outcomes” where applicable.</p> <p>Program Review Workshop dates scheduled:</p> <ul style="list-style-type: none"> • Thursday, February 4, 2:30 – 3:20 pm • Wednesday, February 10 12:30 – 1:20 pm • Friday, February 26 1:30 – 2:20 pm
Newsletter	I/D/A	All	<p>Next Newsletter is scheduled for Monday, January 25.</p> <p>Articles to be included:</p> <ul style="list-style-type: none"> • Advertise the Program Review workshops including summarizing the information presented in the workshops. • Abstract of our presentation for Partners in Learning Conference • AUO assessment progress • New responsibilities that part-time faculty now have <p>The newsletter will be circulated to faculty and staff embedded in email. Time permitting, there will a flyer will also be created and attached to an email.</p>
Liaisons	I/D/A		<p>Meeting set for 12:30 on Wednesday, February 3 in room AT 205. Lunch will be provided to those who pre-register. Toño will arrange for the food assuming a maximum of 19 attendees.</p>

			<p>Topics:</p> <ol style="list-style-type: none"> 1) Timeline of assessments 2) Role of part-time instructors since contract update (Fall 2015) 3) Outline of the Program Review process in order for them to assist chairs in their area. 4) Liaisons need to know that the ACCJC site visit committee might request to meet with one or more of the liaisons to discuss evidence of assessment work.
TracDat	I/D/A	Mary	<p>Save frequently. Instances of users being bounced off have been reported.</p> <p>There is a resolution issue. The green plus sign seems to not be working when the real issue is that the zoom is set too high in the browser.</p>



SLO Core Team Meeting Minutes

Veronica Avila, Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez,
Thursday, January 28, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Progress	I/D	Mallory	Toño suggested reserving summer to work with Administrative areas.
Program Review Document	I/D/A	Mary, Coleen	<p>Coleen Lee-Wheat will join Mary in the workshop presentations. Program Review Workshop dates scheduled:</p> <ul style="list-style-type: none"> • Thursday, February 4, 2:30 – 3:20 pm • Wednesday, February 10 12:30 – 1:20 pm • Friday, February 26 1:30 – 2:20 pm <p>Department Chairs/Coordinators are invited to SLO Office Hours if unable to make one of the workshops.</p> <p>Chairs are reminded that all Student Learning Outcomes and all Program Level Outcomes must be assessed at least once between Fall 2014 and Winter 2019.</p> <p>The SLO assessment cycle will remain as: every course level outcome is to be assessed at least once in a five-year time span in sync with the Curriculum Committee course revision policy. Decision on the length of Program Level Outcome assessment cycles will be made after the campus-wide planning is complete for accommodating the new seven year accreditation cycle.</p> <p>Questions to ask attendees: Did you complete the six year plan? Are you on schedule? Many departments felt that the Year of Reflection was a break from assessing SLOs and not merely a break from completing a program review document. IPBT is planning questions to ask individual</p>

			<p>departments during the next Year of Reflection. The goal will be to emphasize “What did you learn; what will you do?”</p> <p>Suggestion is to collect feedback from attendees.</p>
Newsletter	I/D/A	All	<p>Flyer version has been sent to Mayra for forwarding to all faculty and staff.</p> <p>Version embedded in email will be sent today to all Division Assistants with Deans cc’d.</p>
Liaisons	I/D/A	Mary	<p>Meeting with liaisons is set for 12:30 on Wednesday, February 3 in room AT 205. Lunch provided to pre-registrants.</p> <p>Topics:</p> <ol style="list-style-type: none"> 1) Timeline of assessments 2) Liaisons need to know that the ACCJC site visit committee might request to meet with one or more of the liaisons to discuss evidence of assessment work. 3) Role of part-time instructors since contract update (Fall 2015) 4) Outline of the Program Review process in order for them to assist chairscoordinators in their area.
2016 Convocation	D/A	All	<p>Mary suggested collaborating with library faculty and staff since this is year’s focus ILO is Information Literacy. In addition, the library opened on January 4, 2016 after a complete remodel. Perhaps the general meeting and/or breakout sessions can be held in the library. Mary will contact Tom Dolen both Librarian and an Academic Senator representing Learning Resources.</p>
SLO Steering Committee	D/A	Toño	<p>Toño will schedule meeting with SLO Steering Committee for Week of Winter quarter finals.</p>
Partners In Learning Conference	I/D/A	Toño	<p>Title: <i>How ‘One More Thing’ Can Lead to ‘Far Fewer Things’: Assessment as a mechanism for managing workload</i></p> <p>Toño needs documentation on:</p> <ul style="list-style-type: none"> • SLO process as motivating force when developing new CIS core curriculum CIS 22A & B

			<ul style="list-style-type: none">• Assessment of SLOs from Reading Department• Assessment of SLOs from EWRT 2
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