



SLO Core Team Meeting Minutes

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

Thursday, October 6, 2016, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
September Minutes	I/D/A	All	Review and approved for posting.
AUO/SSLO Progress	I/D	Veronica	It is hoped that SSPBT will be moving forward with entering 2016-17 Program Review on Tracdat.
ACCJC Summary Report	I/D	Mary	The SLO Summary report for 2015-16 has been completed, reviewed, updated, and submitted to Mallory.
SLO Website Updates	I	Toño	Documents pertaining to Convocations are now available from Convocation page.
Newsletter	I/D	Mary	Next Newsletter to contain: <ul style="list-style-type: none"> • Names of departments already at the 50% goal in SLO assessments • Names of courses to be assessed this quarter from Survey • Refresher on responsibilities of part-time instructors. This pertinent FA Article is 7.25.1. The two main points are that part-time faculty must include Student Learning Outcome statements on their syllabus and, if requested by department, must complete assessment of class This does not mean entering it into TracDat. Rather the data summary, reflection, and enhancement pieces are to be communicated to full-time members of department in whatever format the department decides upon. • Link to video on assigning assessment • List of workshops
TracDat Update	I/D	Mary	Video(s) for assignment feature are created. Draft of assigning an assessment to a colleague was shown.

			<p>Mary attended Nuventive conference on October 4th at Santiago Community College in Orange County. Points brought up at conference:</p> <ul style="list-style-type: none"> • Single sign-in is the norm across clients. Mary will pursue single sign-in through starting ticket with ETS. This was the advice of Heidi King based on recent work with Canvas. • Power BI for display of data This is really Mallory’s call • Since it is possible with the new version TracDat 5.2 to pull reports from Annual Updates for PR it was decided implement Annual Reports tab for 2016-17 APRU. This will mean copying the information from 2015-16 APRU into the new area. I have requested a label option for the page which would allow grouping of items and longer explanations of items on program. • TracDat is still working on but has not implemented the ability to declare a course “Inactive” or “Not Currently Taught”. • The ability to allow assignment to include option for assigned faculty member to add or choose method is unlikely to ever happen due to the structure of the data. • Other highlights of TracDat 5.2: <ul style="list-style-type: none"> ➤ No longer necessary to open up arrow after arrow to see the information ➤ Assignments can be “mass deleted” now to allow a “new start” on assigning out. ➤ When mapping, one may reorder courses ➤ Action (Enhancement) and Follow-up appear on the same data summary page as soon as assessment is saved. ➤ Documents can be related on each and every data summaries page
SLO Workshops	I	Mary	Mary will schedule workshops for all faculty. Preferred venue is the Library Computer Lab.

			<p>Mary has scheduled presentation with Child Development department on October 14 and with Auto department on October 19.</p> <p>Mary will contact Lisa Markus and Zack Judson to gather available assessment data from Basic Skills Initiative. The assessment might mandate a new program level outcome.</p>
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SLO Core Team Meeting Minutes

Veronica Avil, Coleen Lee-Wheat, Mallory Newell, Mary Pape, Toño Ramirez,

Thursday, October 20, 2016, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
AUO/SSLO Progress	I/D	Veronica	<p>After consulting with Stacey Cook, Stacey Shears, Tamica Ward, and Rob Mieso times were set for SSLO/AUO workshops for Fall 2016:</p> <ul style="list-style-type: none"> • Wednesday Oct. 26, 10am-12noon in the Library Computer Lab • Wednesday Nov. 30, 10am-12noon in Staff and Faculty Computer Room (MLC 243) <p>One more will be scheduled.</p> <p>Note that meetings can also be scheduled for the Library Conference Rooms at http://libcal.deanza.edu/booking/rooms</p>
Accreditation Meeting	I/D	Toño	<p>The narrative for Standard I guided by the completed matrix is just beginning to be written.</p> <p>QFE focus points have yet to be decided. The draft needs to be completed by February.</p> <ul style="list-style-type: none"> • Some institutional metrics were discussed; On the subject of program review 62% of those who answered the survey were satisfied with the program review process. • Statistically more students from the targeted group answered positively to questions inquiring on how much they felt they had improved at achieving the ILOs. • Only 51% of faculty was satisfied with communication on campus. <p>Complete report available at: http://www.deanza.edu/accreditation/2017/pdf/Accreditation_Pr</p>

			esentation and Planning.pdf
Accreditation Work	I/D	All	Information Literacy will remain our theme for 2016-17. Shagun Kaur from Speech Department along with Tom Dolon of Library have compiled meaningful assessments. In addition numbers of students accessing Information Literacy videos are digitally recorded. Toño will follow up with Shagun and Tom including asking them to present a workshop at 2017 Convocation to showcase their work on this ICC.
SLO Website Updates	I	Toño	Dates and times for previous year's workshops will be archived.
Newsletter	I/D	Mary	Mary will send out newsletter to Divisions. This newsletter lists departments with 50% of course level SLOs assessed as well as information on SLO Workshops.
2017 Convocation	I/D/A	All	<p>Theme: Communication and Expression</p> <p>Mary will contact Nancy Canter for assistance. Coleen suggested asking them to handle advertisement for 2017 Convocation in similar fashion that they do for their events. Susan Tavernetti (Film Production), Diana Argabrite (Museum Programs Coordinator) and Warren Lucas (Dance-Theatre) will also be contacted to secure their interest in presenting.</p> <p>Perhaps word art can be produced to list all departments who have completed 50% of cycle two SLO assessments by the end of Fall 2016</p>
SLO Workshops	I	Mary	<p>Wednesday, Oct 26 from 12:30 - 1:20 Library Computer Lab</p> <p>Thursday, November 3 from 3:30 – 4:20 AT 205</p> <p>Friday, November 4 from 1:00 - 1:50 pm Library Computer Lab</p> <p>The form for registering for workshops is at: https://docs.google.com/forms/d/e/1FAIpQLSdpF5-xJ8b3vEMpq9NDO5C0R8xWeHpV7Rs5D1_5YScscpY05A/viewform</p> <p>CD Workshop held Friday, Oct 14 during Department Meeting: Lei</p>

		<p>Wei Sun, Phyllis De Motto, Diane Langfelder, Jila Maleksalehi, Nellie Vargas, Zana Wilkie, Fatemeh Zangbami</p> <p>Workshop for Automotive Technology department was held at 12:30pm on Wednesday, October 19. Reports, documenting dialog, tools for assessing outcomes, and changing SLO statements were discussed along with review of entering data into TracDat.</p>
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SLO Core Team Meeting Minutes

Present: Veronica Avila, Coleen Lee-Wheat, , Mary Pape, Toño Ramirez,
Thursday, October 27, 2016, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
ICC	I/D	Toño	Following up on the 2016 Convocation focus, the ICC Information Literacy will be showcased throughout 2016-17. The ICC page for Information Literacy on SLO website will house documents, presentations, videos, and links to inform entire campus on materials available for faculty to use to enhance student use of information. An assessment of efforts thus far will be included. Toño met with Shagun Kaur and Donna Stasio to decide on timeline for this work. Donna is on professional development leave and the topic of her explorations is information literacy. This cycle of evidence will be complete by Spring 2017.
Steering Committee Meeting	I/D	Toño	Steering Committee meeting is set for December 15, 2016 from 3:00 -3:30 pm in Admin 109. Two agenda items will be 2017 Convocation and SLO Core Team’s part in accreditation work.
AUO/SSLO	I/D	Veronica	Workshops are planned for SSLO and AUO work: <ul style="list-style-type: none"> • Wednesday Oct. 26, 10am-12pm, Library, computer lab rm. 113 • Wednesday Nov. 16, 10am-12pm, Library, computer lab rm. 113 • Wednesday Nov. 30, 10am-12pm, Staff Development Computer Lab, MLC 246
SLO Website Updates	I	Toño	Most often needed information is in the green box on the SLO home page of website. There is a new version of the “How to assign an assessment to a colleague” video up.
Newsletter	I/D	Mary	Newsletter aimed at instructional areas was sent to division assistants with Dean’s cc’d. The newsletter contained the departments that already have reached the 50% mark on cycle two assessments, the

			times of SLO workshops with registration link,
SLO Workshops	I	Mary	<p>SLO Workshops are scheduled for the following days:</p> <ul style="list-style-type: none"> • Wednesday, Oct 26 from 12:30 - 1:20 Library Computer Lab Attendees: Alexandra Nichols (Psych Services), Hellen Pacheco (CIS), Adrienne Pierre (Counselor), Kulwant Singh (PE – Athletics) • Thursday, November 3 from 3:30 – 4:20 AT 205 • Friday, November 4 from 1:00 - 1:50 pm Library Computer Lab
Program Review	I/D	All	Neither the IPBT nor the SSPBT have submitted a document for 2016-17 Program Review. Mary is waiting on these before setting up TracDat.
Convocation	D/A	All	<p>Theme: Communication and Expression</p> <p>Date for Convocation: We will request input from Academic Senate and IPBT before setting the date. Tentatively April 28, 2017 seems like the best choice.</p> <p>Considerations for choosing a date for the 2017 Convocation are:</p> <ul style="list-style-type: none"> • State Academic Plenary Meeting is scheduled for April 20-22, 2017. • Since Convocation provides departments with a time and space for final tweaks on Program Review, it is important that the Convocation precedes the date that the Program Review is due complete to the Deans.
Accreditation	D/A	Toño	<p>Shared documents titled</p> <ul style="list-style-type: none"> • Accreditation Master Matrix_Planning Committee • Standard I Template <p>were reviewed. Possible responses to SLO related questions were discussed. Toño, as SLO representative to Accreditation Committee, will complete.</p>