



SLO Core Team Meeting Minutes

Thursday, September 29, 2016, AT 203D, 12:30 – 1:20 pm

Present: Veronica Avila, Mary Pape, Toño Ramirez.

TOPIC	Purpose	LEADER	Notes
Accreditation Meeting	I/D/A	Toño	Toño attended the meeting of June 9 th . He reported that the SLO Core Team has completed necessary accreditation tasks as of 6/30/2016. Link to document: https://foothilldeanza-my.sharepoint.com/personal/20033656_fhda_edu/Documents/Accreditation%202017/College%20Planning%20Committee
Steering Committee Meeting	D/A	Toño	Minutes were reviewed and accepted. Toño will post these.
New Faculty/Staff Orientation	I	Mary, Toño Veronica	Presentation was given on Tuesday, September 13 from 11:15 – 11:45 am to new faculty and staff. Veronica’s presentation to staff was especially well-received.
1st Annual LOAC Award	I/D	Mary, Veronica	On Friday, September 23 rd during the morning all college meeting, Byron Lilly was awarded the 1 st Annual LOAC award to further develop “Custom Homework Builder Tool”. This enhancement resulted from Business Law I SLOAC. The amount awarded was \$500. Mary is endeavoring to make the funds available to Byron. The funds were to come from SLO budget.
AUO/SSLO Progress	I/D	Mary, Veronica	Sam Bliss is the new Dean of Community Education. He met with Mary to design a process and plan for assessing outcomes. This includes Planetarium, Short Courses program, and Extended Year program.

			<p>Mary will follow up with Stacey Cook. VP – Student Services Reporting to ask if she or her Administrative team have any questions.</p> <p>Under Stacey Cook, VP of Student Services, several new managers were hired for 2015-16 resulting in a reorganization. This reorganization has driven an update of outcomes in many of the areas. Mary’s meeting in Spring 2016 resulted in appropriate account and/or change in access for Michele Lebleu Burns, Lisa Mandy, Rob Miesao, Stacey Shears, Tamica Ward, and Sheila White Daniels.</p> <p>Summer Work –</p> <p>Veronica and Mary attended the following meetings: Tuesday, July 19th meeting with Stacey Cook and Student Services managers Rob Mieso, Stacey Shears, and Lisa Mandy. Mary and Veronica had a follow-up meeting with Stacey Cook on August 16th. Mary and Veronica with work with Stacey and SSPBT to develop a program review document similar to the IPBT Program Review document. Collection of this data on TracDat will be possible for the 2016-17 program reviews.</p> <ul style="list-style-type: none"> • Wednesday, August 10, 10:30 am – 12:30 pm, Veronica met with Rob Mieso in Admin 105. • Wednesday, August 10, 12:30 – 2:30 pm, Mary and Veronica met with Lisa Mandy, Financial Aid, in Baldwin Winery building. • Thursday, August 11, 10:00 am – 12:00 pm, Veronica met with Stacey Shears, ATC 209
Liaisons	I/D	Mary, Veronica	<p>Meeting on Friday, September 23 from 8:15 – 8:45 am.</p> <p>Present: Jason Bram, Zack Judson, Coleen Lee-Wheat, Amy Leonard, Byron Lilly, Rachel Pacheco, Peter Miskin and SLO Coordinators Mary Pape and Veronica Avila</p>

			<p>Agenda items:</p> <p>I. Timeline of Assessments: 100% of SLOs at the course level and 100% of Program Level Outcomes must be assessed between Fall 2014 and Spring 2019.</p> <p>This means 50% of all Student Learning Outcomes at the Course Level and 50% of your Program Level Outcomes need to be assessed for a minimum of a second time before the end of Fall 2016.</p> <p>Course Revisions are due close to the beginning of Spring quarter starting with this year.</p> <p>Department chairs were each mailed this reminder along with attachment of:</p> <ul style="list-style-type: none"> • pdf file listing assessments entered since 6/30/2014 • Excel file list course, SLO name, date of each assessment along with method of assessment <p>Reminder that C</p> <p>II. Assignment Feature Language Art is in favor of using this feature Mathematics is opposed to its use as is Economics.</p> <p>III. Reports: Reports->Ad Hoc Reports->SLOs Assessed Since 6/30/2014</p> <p>IV. SLO Office Hours Academic Senate Office (Admin 117) Tuesdays: 12:30 - 1:30 pm Thursdays: 10:00 - 11:00 am</p> <p>V. Any challenging situations? Please email Mary and Toño. Source will remain confidential.</p>
ACCJC Summary Report	I/D/A	All	SSLO and AUO additions will be worked in.

			Mary will send to Core Team for approval by Monday October 3 rd . The final document will then be sent to Mallory Newell.
TracDat	I/D	Mary	<ul style="list-style-type: none"> • All courses updated • SLOs/PLOs updated on webpage • SSLO/AUOs outcome statements online • GE updated • Flags updated <p>Each department chair was send an individual email listing office hours, reminders on assessing timeline, and suggestion to use assignment feature of TracDat. In addition, attached was pdf document showing all the department’s student learning outcome statements that have been assessed starting with Fall 2014 and an Excel file listing each SLO statement and the dates (dating back to the beginning of SLO work using TracDat) when assessment was entered.</p> <p>New Ad-hoc report for each department was created to show assessment work completed for active SLO statements since June 2014.</p> <p>Video(s) for assignment feature are created. Draft of assigning an assessment to a colleague was shown.</p> <p>Mary will attend Nuventive conference on October 4th at Santiago Community College in Orange County. Questions to be asked:</p> <ul style="list-style-type: none"> • Pull reports from Annual Updates for PR • Ad-Hoc for not done • Courses declared “Inactive” or “Not Currently Taught”
SLO Website Updates			Toño is updating the SLO website. The ‘wellness’ and ‘info literacy’ links from the main ICC page now direct to the respective Convocation pages for these ICCs. Per Mallory’s suggestion, this will serve as a temporary placeholder while the pages for these ICCs are developed. ‘Communication and Expression’ is the focus for the 2017

			convocation. In addition, older events will be archived.
Newsletter	D/A	All	Next newsletter to include: <ul style="list-style-type: none">• departments achieving 50% assessment in cycle 2• link to assignment videos