



SLO Team Meeting:

Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Tono Ramirez, Mary Pape

Date: October 4, 2010

Topic	Discussion	Action/Concern
Documentation in progress	Liaison Binder to include copy of follow up report as well as opening day presentation and activities.	Melissa is working to complete these in both soft and hard copy.
Annual Update	On the PDF version of the spreadsheet, there is a problem with pop-up dialog boxes for IPBT and SSPBT.	Research if web page linking can solve this problem.
Note taker	A person is needed to take notes at the Steering Committee Meetings.	Mary to send reminder to Rowena to ascertain if Olga is available.
Convocation	Setting a day aside for all faculty to work on SLOAC is not deemed currently necessary.	This topic will be re-visited at a later date.
Cross-listed courses	In regards to SLOAC which Division/Department is responsible for cross-listed courses. The concern is that one due to the cycle only showing for one of the course numbers it will appear that the process has not been completed for the other.	Each case where the master owner is unclear is to be referred to the Curriculum Committee.
TRAC DAT	All feedback from current users is positive.	More input will be collected from current users. Final decision to be made at next meeting of Steering Committee.
Assignments of tasks for coordinators	Mary and Tono will divide the workload by Divisions.	Preliminary thoughts would be to assign PSME and Business/CIS to Mary and English to Tono. Further division to be decided at later meeting.



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Tono Ramirez, Mary Pape

Date: October 11, 2010

Topic	Discussion	Action/Concern
Documentation in progress	Liaison Binder to include copy of follow up report as well as opening day presentation and activities.	Mary to check when hardcopy and softcopy available. The hardcopies are complete. Softcopy is almost complete. Due to the size it would be best to transfer via USB drive or CD. Please confirm which.
Annual Update	On the PDF version of the spreadsheet, there is a problem with pop-up dialog boxes for IPBT and SSPBT.	Check if expanding boxes before converting to PDF file.
Note taker	A person is needed to take notes at the Steering Committee Meetings.	Mary to send reminder to Rowena to ascertain if Olga is available. She will be available until a permanent person is found. (10/11 reply)
Convocation	Staff Development will be hosting a convocation/staff development day during Spring quarter.	There is the opportunity to offer workshops on SLOAC.
Workshop for Program Assessment	Layout and design for flyer was discussed Workshop times and dates were discussed.	Design was decided upon with RSVP information to be checked on with Mary Kay Englen. RSVP is to be to staffdevelopment@deanza.edu Preferred dates were November 18 & 19 with November 4 & 5 as alternative dates. Preferred times would be 2:30 – 4:30 pm for the Thursday workshop and 10:00 am – noon for Fridays. Final choices depend on the availability of rooms. Mary to check. SCS Conference room for Thurs, Nov 4 (3:00 – 5:00 pm) and Friday, Nov 5 (10:00 – 12:00). On

	<p>Discussed who should be invited to the Workshop Program Assessment.</p> <p>Presentation should be made at the Dean's Meeting to announce workshop after flyer/dates are finalized.</p>	<p>November 18, the Don Baptista Room is reserved for us from 2:30 – 5:00 pm.</p> <p>Flyer should be sent to liaisons, Deans, Department Chairs, and Program Heads</p> <p>Mary to contact Christina Espinoza when dates are firm.</p>
Workshop	Outline of workshop contents was discussed.	Begin with a general explanation followed with specific example. Then participants would work individually assessing a program in their division. In summary there would be directions for how liaisons would carry out their task with their division members.
Assignments of tasks for coordinators	Mary and Tono will divide the workload by Divisions.	Tono's Divisions: Counseling, Intercultural/International Studies, Language Arts, Learning Resources, Social Sciences and Humanities. Mary: Applied Technologies, Biological, Health and Environmental Sciences, Business/Computer Systems, Physical Education/Athletics, Physical Science/Math/Engineering, Special Education..



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: October 18, 2010

Topic	Discussion	Action/Concern
Liaison Workshop	Flier should be sent out this week—rooms must be allocated for November 17 & 18.	Colleen will look into room availability. Toño will finalize and distribute the flier when a location has been established.
Conference Report	Anu presented information from the workshops she attended, including contact information for SLO coordinators/ reps from other colleges.	Toño will contact Lora Lane at LA Harbor College to inquire about program assessment videos/online materials that she's offered to share. Jim will contact reps at Santa Maria and Chaffey Colleges re: Student Service Program Assessment.
Program Review Documentation	Jim presented a possible template, incorporating long-term strategies for mapping course-level SLOs to ICCs, as well as an assessment (via Bloom's taxonomy) of the expected level of competency for ICCs per each course-level SLO	Mapping ICCs to individual course SLOs is an excellent idea for our long-term goals. For now, we'll focus on mapping program level SLOs and AUOs to the ICCs/Mission Statement.
Long-Term Event Planning	Colleen raised concerns about determining who should be responsible for scheduling events in the long-term calendar.	College council will be consulted



SLO Team Meeting:

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Date: October 25, 2010

Topic	Discussion	Action/Concern
Liaison Workshop	Concern that more time is needed to work on this.	Mary will see when and where on Thursday we can meet..