



SLO Core Team Meeting Minutes:

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

Date: February 6, 2012

TOPIC	Purpose	LEADER	Outcome
Presentation to Academic Senate	D/A	All	Presentation was well received with some meaningful questions and thoughts articulated by members of the academic senate. We will wait for direction from the SLO Steering Committee before requesting a follow-up visit to the Academic Senate. Toño will endeavor to schedule such a meeting ensuring that Senior Staff members can be present.
Letter from ACCJC concerning accreditation	D	All	<p>In regards to accelerating SLO process to reach proficiency, it is not possible to implement a plan without knowing what “proficiency” means to the ACCJC, what documentation the ACCJC will want in order to demonstrate proficiency, and what the consequences are if we do not meet proficiency.</p> <p>In regards to evaluation of faculty on SLO work, this is not within our mandate or power beyond what we already achieved, namely working on the passage of the Academic Senate Resolution passed Spring 2011. Resolving this further will be a matter for FA and the President.</p>
SLOAC Data	I/D	Mary	E-mail to Deans that will accompany data was discussed. It was decided to wait on sending data to deans until after the Accreditation Institution in hopes that we would have a better understanding of what “proficiency” means to the ACCJC, what documentation the ACCJC will want in order to demonstrate proficiency, and what the consequences are if we do not meet proficiency.

Curriculum Committee	I/D	Anu	Curriculum Committee will formulate a policy with respect to the quality of Student Learning Outcome statements, i.e. that they are consistent with the course outline, are measurable, and that there is evidence that SLOs will be measured in the evaluations.
Convocation	D	All	Discussion to be continued when plans are in place for reaching proficiency.
Scantron and Scantron training	D/A	Coleen	The new machine is setup and a couple of faculty are using it. Byron is in conversation with the company's representative to implement the Internet component.
TracDat & Training	I/D/A	Mary & Toño	Nuventive has the file with all SLO statements that presently reside on ECMS. We are now waiting for Nuventive to upload it. Beta testing will commence as soon as this is accomplished. Most of available PLOs have been copied into the system. The goal is to have the training happen as part of entry of SLOAC work. To further this, a sheet will be made available in Word/Excel to assist faculty in formulating their thoughts and have their training include a copy and paste of this work into TracDat. Choices for mapping will be changed to "Introduced", "Developed/Practiced", and "Achieved".



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Date: February 13, 2012

TOPIC	Purpose	LEADER	Outcome
SLO Steering Committee Meeting	I/D/A	Toño	<p>The agenda of meeting to the point raised by the ACCJC in its recommendations concerning the evaluation of faculty on SLO work, scope of ACCJC’s meaning of proficiency, and our plan for proficiency from 2012</p> <p>Fridays from now to the end of the quarter are not a possibility for Christina with an exception of perhaps the day of the Partners in Learning Conference on March 2. Toño will be looking for a 3:30 or later time on a Thursday.</p>
Letter & Data to Deans	D/A	All	<p>Wording of accompanying e-mail enlisting assistance of deans was further updated. Mary will send e-mail with attached SLO data by February 22 (date requested by Dean Anderson).</p>
Accreditation Institute	I/D	All	<p>De Anza’s attendees were disappointed that nothing new could be learned concerning the ACCJC’s stance or a more in-depth description of what “proficiency by 2012” looks like, how it is to be demonstrated, and what the consequences are if a college does not meet “proficiency”. However, from the institute we gained the following insights.</p> <p>During conversations with presenters (Susan Clifford and Marcy Alanraig) the definition of proficiency seems to be headed toward having plans in place to assess all courses, certificates/degrees, and programs by 2012 with completion set at a time meaningful for us as a college. Our focus should be on how we articulate and</p>

			demonstrate this. The concept of aligning work of committees with the ACCJC Standards was presented. This would facilitate at least part of each Standard being written by the persons most familiar with the issues.
Annual Report	I/D	Mary	Postponed until formal request is available.
Partners in Learning Conference	I/D	Toño	Toño will present his workshop “How would you teach differently if you did not have to assign grades?” at 10:30 am. On March 2.
Newsletter Articles	I/D/A	Mary	Articles for next newsletter are requested. Toño will be submitting one.
TracDat	I/D	Mary	All SLOs as posted on ECMS have been uploaded to TracDat as of February 13, 2012.



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Date: February 24, 2012 – Special TracDat Meeting

TOPIC	Purpose	LEADER	Outcome
Archived from ECMS folders	D/A	Mary	Examples are on TracDat of complete SLOACs ported from ECMS-SLO system via copy and paste.
ECMS Issues	D/A	Mary	SLOACs for HUMI 1, HUMI 6, ANTH 6 as well as other courses are missing. Counts of Completed SLOACs downloaded on February 5, 2012 did not agree with those download on September 20, 2011. In some departments, records of completed SLOACs had disappeared. Mary is to investigate further if these can be retrieved.
Agree upon Roles of Users	D/A	Mary	Descriptions were supplied for original and custom roles.
Updating Program Review under General Tab	D/A	Coleen	Reporting Unit method will be too convoluted for the new users on TracDat. Plan this one for either the comprehensive review or for the first year of the next APRU cycle. However, we will use the General tab with simple copy of current 2011 for data collection purposes.
Proofing of Manuals	D/A	All	Add to the instructions in the manual the issue of screen zoom making tabs disappear.
Roll out schedule	D/A	All	March 9 will be first day of Beta testing.
Progress report to Kahn etc	D/A	Mary	Mary will convey current progress to Mi Chang, Kim Te, Marty Kahn, Bradley Creamer, and Mary Clark Tillman



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Date: February 27, 2012

TOPIC	Purpose	LEADER	Outcome
SLO Steering Committee Meeting	I/D/A	Toño	Meeting is set for Wednesday, March 28, 2012 from 11:30 – 1:30 in Admin 109. Toño will compile the agenda.
ECMS -> TracDat	I/D/A	Mary	<p>Mary has requested a dump of data from ECMS that is to include in progress Phase III and archived SLOACs.</p> <p>In an effort to show evidence of dialog between faculty Mary will add a box in the Reflections and Enhancements area of Assessments asking for the number of people involved in the discussion for the reflection and enhancement. Also she will investigate if TracDat keeps a log of users and if there is a means of getting a report from the “Assign” function.</p> <p>Toño reported that Bob Stockwell (Political Science Department Chair) has committed for the first beta testing workshop on March 9.</p>
Annual Report	I/D	Mary	Mary has data dated July 19, 2011 to complete the instructional SLO process questions. Jim has the necessary data from the SSLO/AUO side.
Partners in Learning Conference	I/D	Toño	Toño will present his workshop “How would you teach differently if you did not have to assign grades?” at 10:30 am. On March 2. He reminded us of a creative form of presentation software called Prezi which can be downloaded at prezi.com .
Newsletter Articles	I/D/A	Toño	For the March issue, Toño will submit a summary of his presentation for the Partners in Learning Conference. For the

			following issue he will submit an article on the meaning of the SLO process from his viewpoint.
Scantron	D	Coleen	The ability to access and analyze the data remotely over the Internet is not yet functional. Training will commence when this is a reality. In the meantime it remains in Forum 6E and is functional at the base level.
Infusing the Planning Cycle with \$\$	I/D	Coleen	Each IBPT may vote some of their budgets for the purpose of providing mini grants to foster assessment-based innovation and planning. Considering the Planning Cycle as Implementation -> Assessment -> Reflection & Enhancement -> Resource Requests -> Program Review -> and back to Implementation, requests for these monies would need to either come from this cycle or work into this cycle. That is the requests would need to spring from a SLOAC-type process. If the request is based on something that we already do, then it should change that model by lowering costs, increasing student learning, and/or increase efficiency. Otherwise the request might be for an innovative project, pilot program, or prototype program. The grants would have a set maximum amount. Allocation of these funds would depend upon such criteria as number of people served (including the wider community) and innovation. Requests might include reassigned time, equipment, expert speakers, facilitators, or field trips.