



SLO Core Team Meeting Minutes

Veronica Avila, ~~Randy Bryant~~, ~~Anu Khanna~~, Coleen Lee-Wheat, ~~Amy Leonard~~, Mary Pape, Toño Ramirez, Jeff Schinske
Monday, March 2, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
February Minutes	D/A	Mary, Toño	SLO Core Team minutes for February were approved.
First Year Faculty Tenure Track Workshop	D/A	Mary, Toño	Slide presentation for the Tenure Phase I New Faculty Workshop to be held Wednesday, March 4 from 9:30 – 10:20 a.m. was updated. Flowchart outlining the steps in a SLO assessment will be a handout for the participants.
SSLOAC/AUOAC	I/D/A	Veronica	A group password has been created for all OTI personnel to use for Tracdat work.
Winter Quarter SLO Steering Committee Meeting	I/D/A	Toño	<p>Wednesday, March 18th, 1:30 – 3:00 pm in Admin 109 Rowena and Rich Hansen have both replied in the affirmative</p> <p>Agenda items to include:</p> <ul style="list-style-type: none"> • SLO Process in relation to role that part-time faculty play. At present it is not standard practice for part-time instructors to have accounts on Tracdat. Also there is a certain push back from full-time faculty in regards to FA stating SLO work is only one choice. • Connection between assessments and decision making including allocation of resources. • Convocation • Assessment Plan
Assessment Plan	I/D	Mary	The Assessment Plan document has generated some questions from faculty such as Carol Cini (History). In the end they are relieved to have time away from the program review to reflect on the assessment plan and their programs in general.
2015 Convocation	I/D/A	Toño	Mary will continue to endeavor to have Convocation placed on Outlook calendar.

			<p>Toño will order food through Dining Services.</p> <p>Morning open session “The cup is half full” Summary of assessment of service programs: Health Services (Alana or Mary S.) Nutrition Psych Services? Personal Responsibility –Student panel answers questions posed by a facilitator to Student Panel: LEAD, FYE, LINC, Impact This panel discussion will actually be an assessment of each program. The method of assessment is focus group. Questions will be developed by Jeff, Toño, and Veronica.</p> <p>Focus changes to participants at tables. Faculty and staff will be asked what is going on in their area that improves student wellness and/or personal responsibility. There will be some data collected such as: List the three most important or exciting ideas discussed at their table.</p> <p>Breakout Sessions Personal Responsibility Across Boundaries Part-time faculty and the SLO process –Amy Everything you wanted to know about TracDat - Mary Support our Students who are Veterans Harm Reduction – Michelle Lebleau Burns Cup Half Empty - Toño</p> <p>Lunch Massage and Companion pets available Department/Division Meetings</p>
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Monday, March 9, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
First Year Faculty Tenure Track Workshop	D/A	Mary, Toño	<p>Four participants representing CIS department, Medical Laboratory Technicians department, Film/TV department, and Psychology Services Counseling program attended the 1st Year Experience: Enhancing Student Learning through SLOs workshop held Wednesday, March 4th.</p> <p>The intended outcomes were:</p> <ul style="list-style-type: none"> • Each Phase I faculty member chooses one SLO statement to assess. • Each Phase I faculty member chooses one method of assessment for chosen SLO statement • Each Phase I faculty member will enter into TracDat one method of assessment for chosen SLO statement • Each Phase I faculty member will be able to generate (run) reports off Tracdat to see assessment work already completed within their program area.. <p>Documenting an outcome assessment first using the SLOAC worksheet see bottom of page at http://deanza.edu/slo/) and later entering it into TracDat with help from peers was encouraged.</p>
SSLOAC/AUOAC	I/D/A	Veronica, Mary	<p>Dan Dishno organized an OTI Retreat held March 6, 2015 from 9:00am -3:00 pm. Veronica began by giving a background of the SSLO process and the expectations. Mary attended from 9:00 – 11:00 am to introduce TracDat such as generating reports to assist in tracking where students are at in achieving the SSLOs set by the</p>

			<p>OTI program.</p> <p>As is often the case, it was quickly apparent from the reports generated that the present SSLO statements do not capture all that OTI provides to our economically challenged De Anza students. A rich conversation ensued. Veronica will provide more info on dialogue.</p>
2015 Convocation	I/D/A	Toño	<p>2015 Convocation is now on the Outlook calendar for the college campus.</p> <p>Toño is finalizing the food order and payment with Patrick at Dining Services.</p> <p>Student Panel Discussion: Two students have been confirmed from Environmental Studies LEAD program.</p> <p>Veronica Neal is interested in presenting a workshop for the Convocation. Mary will request that Veronica be presenter for out topic “Wellness and Personal Responsibility Across Boundaries”</p>
2015 Annual Report	I/D/A	All	<p>Possible responses to questions were discussed. The work was broken down as follows: Numerical responses to questions #24 – 24 Mary #35. Mary Effective practice to share with the field: Describe effective and/or innovative practices at your college for measuring ILOs, documenting accomplishment of ILOs in non-instructional areas of the college, informing college faculty, staff, students, and the public about ILOs, or other aspects of your ILO practice (1,250 character limit, approximately 250 words).</p> <p>#36. Toño Please discuss alignment of student learning outcomes at your institution, from institutional and course to program level. Describe your activities beyond crosswalking or charting all</p>

			<p>outcomes to courses in a program (often called “mapping”), to analysis and implementation of alignment in the planning of curriculum and delivery of instruction. Discuss how the alignment effort has resulted in changes of expected outcomes and/or how students’ programs of study have been clarified. Note whether the described practices apply to all instructional programs at the college (1,250 character limit, approximately 250 words).</p> <p>#37. Jeff Describe the various communication strategies at your college to share SLO assessment results for usage by internal and external audiences. Explain how communications take into account how the information is expected to influence the behavior or decisions of particular audiences. Discuss how communication of student learning outcomes assessment information and results impacts student behavior and achievement (1,250 character limit, approximately 250 words).</p> <p>#38. Toño Explain how dialog and reporting of SLO assessment results takes place at the departmental and institutional levels. Note whether practices involve all programs at the college. Illustrate how dialog and reporting impact program review, institutional planning, resource allocation, and institutional effectiveness (1,250 character limit, approximately 250 words).</p> <p>#39 Veronica Please share with us two or three success stories about the impacts of SLO practices on student learning, achievement, and institutional effectiveness. Describe the practices which led to the success (1,350 character limit, approximately 250 words).</p>
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SLO Core Team Meeting Minutes

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Monday, March 16, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
2015 Annual Report	I/D/A	All	<p>Updates to the report were discussed. The number of SLOs being assessed has increased; the number of program level outcome statements being assessed has also increased.</p> <p>The completed 2015 Annual Report will be submitted to D. Ulate Friday, March 20.</p>
Winter Quarter SLO Steering Committee Meeting	I/D/A	Toño	<p>Wednesday, March 18th, 1:30 – 3:00 pm in Admin 109</p> <p>Rowena and Rich Hansen have both replied in the affirmative</p> <p>Agenda items were finalized. Mary requested that the assignment of logins to part-time faculty parallel what is currently employed regarding ECMS system: logins to full-time faculty and staff only with exception when there only part-time faculty or staff are in the department or area.</p>
2015 Convocation	I/D/A	Toño, Mary	<p>Logistics: Food and payment for food has been finalized Flyer was sent for distribution to Mary Kay Englen. Flyer as body of email was sent for distribution to each Division Assistant and Dean.</p> <p>Current draft of the schedule: Morning open session “The cup is half full”</p> <p>Summary of assessment of service programs: Health Services (Alana or Mary S.) Nutrition Psych Services?</p>

			<p>Personal Responsibility – Student Panel answers questions posed by a facilitator. Panelists confirmed (Nicholas Estrada (LEAD - ES), Mia Hernandez (LEAD - ES), Naresa Hussaini (LEAD), Vanessa Mae Flanagan (FYE), Emily Lovelace (LINC), and Glad Naresa (LINC). This panel discussion will actually be an assessment of each program. The method of assessment is focus group with questions developed by Jeff, Toño, and Veronica.</p> <p>Breakout Sessions Personal Responsibility Across Boundaries - Veronica Neal Part-time faculty and the SLO process –Amy Everything you wanted to know about TracDat - Mary Support our Students who are Veterans Harm Reduction – Michelle Lebleau Burns Cup Half Empty - Toño</p> <p>Lunch Massage and Companion pets available Department/Division Meetings</p>
Program Review	I/D	Coleen	<p>The concern is that the connection between decision making and SLO assessment process is not transparent. While our attention was first drawn to the processes employed by the PBTs, Coleen interjected that other bodies and people also are part of this decision making. Thus, we should look for a common instrument to guide decision making throughout the campus. DARE has developed a rubric which may be a good starting point for such an instrument.</p>



SLO Core Team Meeting Minutes

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Monday, March 23, 2015, AT 203C 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
2015 Annual Report	I/D/A	Mary	Report on SLO questions was submitted to D. Ulate on Friday, March 20 th .
Winter Quarter SLO Steering Committee Meeting	I/D/A	Colleen, Mary, Toño	At Rowena's request, Mary prepared a report that delineates the number of program outcome statements for each department area, points to areas where no assessments are in progress, and shows current program outcome statements that have been assessed listing method, data summary, reflection and enhancement.
Program Review	I/D	All	<p>From feedback from the Steering Committee and from the Deans steps will be taken to strengthen the SLO process on campus:</p> <ul style="list-style-type: none"> • SLO Core Team will work with groups to develop a meaningful Program Review document. • SLO Core Team will encourage all areas to document evidence of dialogue. • SLO Core Team will work with faculty on conducting authentic assessments. Toño shared the viewpoint that if the assessment does not feel authentic the first place to turn one's attention to is the outcome statement itself. It needs to be meaningful and something that is cared about. • Assist in the development of a rubric or some other tool to guide and make transparent the decision making process across campus. • Since some faculty have expressed unease with remembering how to navigate Tracdat, SLO Core team will emphasize entering SLO assessments on the SLOAC worksheet and passing these documents on to their SLO liaison, department

			chairs, or SLO Core Team members as appropriate.
Assessment Plan	I/D	Mary	“Ask” was sent to Deans and Division Assistants along with Convocation flyer imbedded in email to be forwarded to faculty and staff in each respective area.
2015 Convocation	I/D/A	Toño	<p>Mary has requested from the Office of Communications pictures throughout the day with emphasis from 9:00 am – 12:20 pm (Vanessa) and video for Student Panel from 9:15 – 10:15 am (Tammy).</p> <p>Current draft of the schedule: Morning open session “The cup is half full” Summary of assessment of service programs: Health Services (Alana) Nutrition Psych Services Personal Responsibility – Student Panel answers questions posed by a facilitator. Panelists confirmed (Nicholas Estrada (LEAD - ES), Mia Hernandez (LEAD - ES), Naresa Hussaini (LEAD), Stacey Ochoa (LEAD), Vanessa Mae Flanagan (FYE), Emily Lovelace (LINC), and Glad Ochoa (LEAD), Naresa (LINC). This panel discussion will actually be an assessment of each program. The method of assessment is focus group with questions developed by Jeff, Toño, and Veronica.</p> <p>Breakout Sessions Personal Responsibility Across Boundaries Veronica Neal Part-time faculty and the SLO process –Amy Everything you wanted to know about TracDat - Mary Support our Students who are Veterans Harm Reduction – Michelle Lebleau Burns Cup Half Empty - Toño</p> <p>Lunch</p>

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