



SLO Team Meeting:

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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.