



SLO Team Meeting:

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

Date: March 2, 2011

Topic	Discussion	Action/Concern
Convocation	<p>Methods for advertising SLO Convocation Day were discussed</p> <p>Discussed the possibility of exercise on behalf of IPBT members at the end of the Convocation Day. The format will first be tried out at the Academic Senate meeting on Mar 7.</p>	<p>Check with Marisa about lunch funds (Mary)</p> <p>Secure stipend for part-time participants with Christina (Mary)</p> <p>Jackie – blurb from Mary to go on staff newsletter.</p> <p>General info on myPortal -> Julie Ceballos (Mary)</p> <p>Flyer (Mary)</p> <p>Bookmarks (Mary)</p>
Workshop for liaisons in preparation of Flex Day	More advertisement is needed: e-mail, pre-workshop “thank you e-mail.	
Division ECMS Reports	More than half sent.	
Newsletter #2	In progress.	



SLO Team Meeting:

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 Guest: Mi Chang

Date: March 9, 2011

Topic	Discussion	Action/Concern
ECMS	Mi Chang gave an update on cross-listed courses where the parent needs to be the sole owner of the SLO Process. For a select list of courses SLO work needs to be moved to the parent side. In the case where there is SLO work on both course numbers, then the SLOs need to be compared first.	Mary will inform affected departments and then inform Mi and Bradley when the SLO work completed can be moved. Mary will be the liaison to Bradley.
Curriculum	Curriculum and Anu are to be congratulated on achieving 100% on Certificate/Degree descriptions and PLOs being ready in time for inclusion in the 2011-12 College Catalog. Descriptions were reviewed on the basis of (1)	
Accreditation	SLO Committee is responsible for a preface to the self-study report.	
Convocation	Discussed mini-workshops which will now be referred to as “drop-in help stations”. These will be conducted altogether in AT 205. Someone needs to be invited that is conversant with the APRU since Coleen will not be present for Convocation Day.	Toño will reserve AT 205** Mary will invite Mi to assist with the ECMS questions*.
Workshop for liaisons in preparation of Flex Day	Revisions were discussed for the workshop slides, mock department SLO process demonstration, and forms to be handed out.	Departments will be given ECMS report and Flex Day sign-up sheet.
Newsletter #2	Articles have been received. Changes were discussed.	Will be published by Friday, Mar 11 - Mary.



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Accreditation Conference	<p>New decision making flowchart was introduced by Jim. This simplified chart should be introduced on Opening Day and displayed in a ubiquitous fashion.</p> <p>For the Accreditation self-study the emphasis should be on following the Standards as opposed to the rubric.</p> <p>The SLO process needs to be seen by FA as part of professional responsibility.</p>	
Goals and Times lines	See chart below	
Meetings next quarter	<p>Steering Committee: third Thursday 3 – 5 pm</p> <p>Team: TBD (Thursdays 1:15 pm via e-mail)</p>	<p>Toño will handle meeting maker and minutes for Steering Comm</p> <p>Mary will handle Agenda's for Team and Steering and minutes for Team meetings</p>
Implication's of Gregory's new position	SLO team is appreciative of Gregory's support for all aspects of the SLO process. The importance of having a Senate President that is supportive of the SLO process for the future was discussed.	

Goals:

SLOs			PLOs		
	Date Due	#Completed		Date Due	# Completed
Phase I	April 15	100%	PLOs	February 22	done
Phase II	April 15	100%	PLO Assessment Plan form	April 15	At least one certificate/degree
Phase III	July 15	60% When assessing, the sampling should be 25% of student enrollment	Mapping PLOs to ICCs form	April 15	At least one certificate/degree

*Note: Mi Chang and Te Kim will be present to assist in answering ECMS questions from 10:20 am – 12 noon and from 1:00 – 2:30 pm.

**Room AT 205 is available beginning at 10:15 am.