



SLO Core Team Meeting Minutes

Randy Bryant, ~~Jim Haynes~~, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske

Wednesday, February 5, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
SLO Core Team	D/A	All	<p>Although the meeting with Christina Espinosa-Pieb and Rowena Tomaneng scheduled for Monday, February 3, 2014 was canceled, the following decisions were made by Rowena on behalf of the SLO Steering Committee:</p> <p>Additional core team members will be long-time SLO liaisons Amy Leonard (English) and Jeff Schinske (Biology) as well as Mallory Newell (Institutional Research). Rowena is also looking into the possibility of having a counselor assist with SSLO work. In the meantime Mary will be the point-person for SSLO and AUO assessment work.</p> <p>Jim Haynes is transitioning off the SLO Core Team. His expertise in campus wide planning as his management of the SSLO and AUO assessments will be sorely missed.</p>
Comprehensive Program Review	I/D	All	<p>A copy of the Comprehensive Program Review document along with an updated version of the Department Chair Manual was emailed to each instructional Dean to be forwarded to their department chairs/program leads.</p> <p>Faculty are seeking assistance for their department such as Ron Dunn, Music (2/3/2014 – Mary) or as SLO liaison such as Li Wei Sun (2/5/2014 – Mary).</p>
Convocation	I/D/A	All	A shift of focus for the morning session is being considered

			<p>prompted by the following:</p> <ul style="list-style-type: none"> • The Comprehensive Program Review is due shortly after the convocation date, and thus likely to weigh heavily on our minds at that time. • Campuswide equity assessment efforts are likely to be well under way at this time. • 2014-15 will be our ‘reflection year’ for program review data. <p>One possible model is the following. The morning program would feature a very brief collective exercise that would enable programs to determine their most immediate assessment-related needs. This would be followed by workshops focusing on specific assessment-related issues that are most relevant to these needs. Workshop topics may include:</p> <ul style="list-style-type: none"> • A primer on our assessment process specifically for adjunct faculty • Developing and assessing department/division equity plans • The assessment of Administrative Unit Outcomes (AUOs) • Enhancing the quality of outcome statements • Exploring alternative assessment methods • Revising pedagogy and course content in response to assessment results • The role of assessment work in our shared governance processes <p>Brainstorming ideas: Recognize departments and Deans (B-budget awards) with special awards (Mallory will discuss with President Murphy), Liaison recognition, treasure map, live music as background for morning continental breakfast, massages, dance “lesson”.</p> <p>Possible titles: “Mapping our Success”, “Hit the Mark”.</p>
Equity Plan	D/A	Toño	Toño is still endeavoring to determine aorkable meeting time with Veronica Neal and Cynthia Kaufman.

Academic Senate	I/D/A	Mary	Mary will request that the SLO Core Team have time at the meeting of February 10. The focus would be 1) Summary of SLO progress to date and 2) seeking input for framing the morning session of Convocation Day (April 18).
TracDat	I	Mary	An error on Nuventive's side reported by De Anza faculty was corrected with the installation of version 4.7. However, this necessitated re-creation of all Ad Hoc reports for Reporting Units. Please report any issues to Mary at PapeMary@fhda.edu



SLO Core Team Meeting Minutes

Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske

Wednesday, February 12, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Comprehensive Program Review	I/D	All	Mary will send to the instructional area Deans an e-mail on or about Monday, February 17 listing the reports available on TracDat to assist the Dean’s in analyzing and summarizing departmental input for their Comprehensive Program Review report. An updated version of the Deans’ TracDat Users’ Manual will also be sent.
Academic Senate	I/D/A	Mary	At the Academic Senate meeting held on Monday, February 10 Mary presented to the Senators an overview of the new conference-type format for the morning activity on Convocation Day (April 18 th). Members concurred that this format will allow for meaningful breakout sessions. Mary Sullivan offered her services to plan fun warm-up activities. The Senate approved \$600 as funding assistance for the continental breakfast and lunch to be served on Convocation day through campus catering.
Convocation	I/D/A	All	While the continental breakfast, lunch, and afternoon department/division meetings remain unchanged in their format a new model was adopted for the morning gathering. The morning session will begin with awards for SLO process work (Mallory has arranged with President Murphy to have \$100 B-budget prizes) and then breakout sessions which could include the following: First One-hour block: <ol style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. Comprehensive Program Review Chairs 3. Critical Thinking Assessment Process 4. Taking it to the next level – Exploring Alternative

			<p>assessment methods</p> <p>Second one-hour block:</p> <ol style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. Assessing SSLOs and AUOs (Mallory & Mary) 3. SLO Assessment Reveal Provocative Findings 4. The Assessment Process as it relates to Adjunct faculty <p>A meeting is set for March 10 at 2:00 pm with Christina Espinosa-Pieb to discuss adjunct faculty stipend.</p>
ACCJC New Accreditation Standards	I/D	Mallory	<p>Mallory reviewed sections of the ACCJC Proposed Changes to Standards (Open for Public Comment until April 30, 2014) http://deanza.edu/accreditation/pdf/2016/Proposed_Standards.PDF.</p> <p>Areas of particular note:</p> <p>Standard I, B.2. Reinforces need to define and assess SLOs, PLOs, SSLOs.</p> <p>Standard IIA.4. Stipulates that SLO statements be on course syllabus.</p> <p>Standard III.A.6. Deans and staff as well as faculty need to be evaluated on SLO Process work. Unclear is the meaning of the statement “consideration of the effectiveness of producing that learning”.</p> <p>Standard IV.C.7. States that ultimately the Board of Trustees is responsible for remedying areas that fall short on student success.</p> <p>Academic Senate will be asked to comment on above. We will check to ascertain that are concerns are made a part of their report.</p>
Equity Plan	D/A	Toño	<p>Coleen, Mary, Toño met with Cynthia Kaufman and Veronica Neal February 12th. Essentially Veronica and Cynthia have the Equity Plan in place. All concerned will be mindful of documenting work using departmental equity plans, surveys from workshops, etc. These will be the data for evidencing the assessment of GCSEA.</p>

New Faculty Workshop	D/A	Mary	<p>This workshop will take place Monday March 3rd from 9:30 to 10:20.</p> <p><i>At this workshop an overview of the SLO Assessment Process will be presented. Then participants will be guided through login procedure to their TracDat accounts (account information will be emailed to new faculty during Fall 2013), the entering of a mock or real assessment for one of the SLO statements for one of the classes that they taught during Winter 2013, and the generation of a report on SLOACs (student learning outcome assessment cycle) for their department/area.</i></p>
TracDat	I	Mary	<p>There have been recent issues with TracDat including running Ad Hoc reports and when entering assessments. Please bring any data entry issues to the attention of Mary. Nuventive is aware that there bugs and is endeavoring to remedy them.</p>



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Wednesday, February 19, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Comprehensive Program Review	I/D	Mary	E-mail was sent to each of the Dean’s outlining the reports available to them for the analysis and summary of their division’s Comprehensive Program Review. The updated 2013-14 TracDat Manual for Deans was sent as an attachment.
Steering Committee	D/A	All	Meeting is set for March 10 at 2:00 pm with Christina Espinosa-Pieb to discuss adjunct faculty stipend. Discuss Appendix H. Perhaps this meeting can be extended to become the Steering Committee meeting for Winter 2014. Agenda items would include Comprehensive program Review, Convocation, ACCJC 2014 Annual Report, Academic Senate, ILO-related questions from survey Community College Survey of Student Engagement (CCSSE) (see http://www.deanza.edu/ir/deanza-research-projects/2012_13/ICC2.pdf for last year’s results).
Convocation	I/D/A	All	8:00 – 8:30 am: Continental breakfast with music. 9:00 – 10:00 am: <ul style="list-style-type: none"> • Opening activity where SLO assessment is conducted. Table for each Division; liaison at each table • SLO/Program Level Outcome progress reports & awards • Explanation of workshops with leads 10:00 – 11:00 am Breakout Sessions: <ol style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. Comprehensive Program Review Chairs (Randy)

			<ul style="list-style-type: none"> 3. Critical Thinking Assessment Process (Toño) 4. Taking it to the next level – Exploring Alternative assessment methods (Mayra – surveys, focus groups, clickers, cell phones) <p>11:00 am – 12:00 noon Breakout Sessions</p> <ul style="list-style-type: none"> 1. Developing department/division equity plan (Veronica & Cynthia) 2. Assessing SSLOs and AUOs (Mallory & Mary) 3. SLO Assessment Reveal Provocative Findings (Toño – Target Not Met) 4. The Assessment Process as it relates to Adjunct faculty (Jeff & Amy) <p>12:00 noon – 1:00 pm Lunch plus activities (Mary Sullivan, Massage)</p> <p>1:00 – 3:00 pm Division/Department meetings to discuss SLO work, Comprehensive program Review and/or Equity Plan</p>
ACCJC 2014 Annual Report	D/A	All	<p>Assigned Questions as follows:</p> <ul style="list-style-type: none"> Amy: #39 Mary: #24-34, 36, 37, 38 Toño : #35
New Faculty Workshop	D/A	Mary	This workshop will take place Monday March 3rd from 9:30 to 10:20 am.

			<p>Cynthia)</p> <ol style="list-style-type: none"> 2. SLO Assessment Reveal Provocative Findings (Toño – Target Not Met) 3. The Assessment Process as it relates to Adjunct faculty (Jeff, Amy, & Mary) 4. Taking it to the next level – Exploring Alternative assessment methods (Mayra – surveys, focus groups, clickers, cell phones) <p>12:00 noon – 1:00 pm :Lunch plus activities (Mary Sullivan, Massage)</p> <p>1:00 – 3:00 pm Division/Department meetings to discuss SLO work, Comprehensive program Review and/or Equity Plan</p>
ACCJC 2014 Annual Report	D/A	All	<p>Toño’s draft response to question #35 was discussed.</p> <p>Input was given Mary to assist her draft of responses to #24-34, 36, 37, & 38. In attempt to improve the numerical percentage responses to questions #24 & 25 Mary will tally the number of SLO statements actually assessed when the ECMS system was used to collect data. This will entail viewing each of the pdf ECMS SLOAC files archived on TracDat.</p>
New Faculty Workshop	D/A	Mary	<p>This workshop will take place Monday March 3rd from 9:30 to 10:20. Mary will facilitate it. In preparation, each first year tenure track faculty member was emailed login account for TracDat, copy of the SLOAC worksheet, and instructions to bring the worksheet completed for at least one SLO statement.</p>