De Anza College SLO Core Team Meeting Minutes

Present: Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez,

Wednesday, May 4, 2016, AT 203D, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
April Minutes	D/A	Mary	April Minutes were approved.
ACCJC	I/D/A	All	The SLO Core Team will elaborate on the bullet points over Summer. Link to document: https://foothilldeanza-my.sharepoint.com/personal/20033656_fhda_edu/Documents/Accreditation%202017/College%20Planning%20Committee
Convocation	D/A	All	Report Out An email was sent to all attendees requesting suggestions and asking for submission of applications to the $500 LOAC reward. One application was received for Byron Lilly of the Business Department. We received comments about how much people enjoyed the day. We received no suggestions for improvement. One might deduce that there are way too few opportunities to share moments with faculty from outside our department – maybe even with those within our respective areas. •
Steering Committee Meeting	D/A	Toño	Friday, June 24 seems to be a day that Christina Espinosa-Pieb is available. Toño will schedule a Steering Committee meeting for that day.
Program Review	I/D/A	Mary, Coleen	Mary would like to thank the Deans for their support and the faculty for their flexibility. Mary ran a summary report including equity questions for III.B, III.C, III.D, V.G from information in TracDat for Veronica Neal.

			Reports pulling information concerning equity and another concerning resource requests and justifications were sent to the IPBT.
AUO/SSLO Progress	I/D	Mary (Veronica is on PDL)	Mary met with Stacey Cook. VP – Student Services Reporting Unit has been created. An appropriate account and/or change in access has been given to Michele Lebleu Burns, Lisa Mandy, Rob Miesao, Stacey Shears, Tamica Ward, and Sheila White Daniels. Stacey will request a training session for her Administrative team in the near future.

TracDat	I	Mary	Spring Workshops: focus on those new to SLO assessment work and/or those needing a refresher. - Mary
			       Present onWednesday, April 27, 12:30 – 1:30 pm – Mary, Au Young Atman, Vernon Gallopos
			       Friday, May 20, 12:30 – 1:30 pm – Toño
			There was a request for evening workshops. Mary will try to hold these in the computer lab of the Library between 6"00 – 7:00 pm.
			TracDat times our after 60 minutes. There is no indication or warning. This is true of most applications although some warn you.
			
			We are now on the latest version 5.1.0.6
			
			Mary will change the flags on the home pages to reflect work completed (or not completed) during what is being termed cycle two or assessments completed since June 30, 2014.

SLO Core Team Meeting Minutes

Present: Amy Leonard, Mary Pape, Toño Ramirez,

Wednesday, May 11, 2016, AT 203D, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Steering Committee Meeting	D/A	Toño	Currently the Spring 2016 SLO Steering Committee meeting is set for Friday, June 24 from 10:00 – 11:30 am. Rowena Tomeneng and Christina have replied "tentative". Toño will reach out to them to make sure that at least one of them will be able to be in attendance.
AUO/SSLO Progress	I/D	Mary (Veronica on PDL)	Mary will follow up with Stacey Cook. VP – Student Services Reporting to ask if she or her Administrative team have any questions.
TracDat	I	Mary & Toño	Two more Spring SLO Workshops are scheduled: • Friday, May 20, 12:30 – 1:30 pm in MLC 243 (Faculty and Staff Computer Room) – Toño • Wednesday, May 25, 2016 from 6:00 – 7:00 pm in the Computer Room of the Library - Mary Mary will send out email to all Division Assistants with Deans cc'd on May 12. Also, Mary will supply Toño with spreadsheet of participants generated from Google Forms.

SLO Core Team Meeting Minutes
Present: Coleen Lee-Wheat, Mary Pape, Toño Ramirez,
Wednesday, May 18, 2016, AT 203D, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Flex Calendar Submissions For 2016 - 2017 FY	I/D/A	All	Discussed and created responses for items 9 Course Instruction/Evaluation, 11Prog/course Curr/LR dev & eval, 16 16/Duties by the district and 17 Improvement of Instr, Admin, Std Serv. Mary will submit to Olga Evert on or before due date of May 26, 2016.
TracDat	I/D/A	Mary and Toño	Our TracDat has been upgraded to the new version 5.1.0.8 on May 17, 2016 Two more Spring SLO Workshops are scheduled: • Friday, May 20, 12:30 – 1:30 pm in MLC 243 (Faculty and Staff Computer Room) – Toño • Wednesday, May 25, 2016 from 6:00 – 7:00 pm in the Computer Room of the Library - Mary Mary sent out email to all Division Assistants with Deans cc'd on May 17. Google Forms spreadsheet indicates three full-time faculty and 2 part-time faculty will attend the workshop to be held on Friday, May 20. Mary will ensure that each has appropriate access to TracDat and will send out sandbox assignment to each.
Equity and the SLO Process	I/D	All	• Data from TracDat was used by Department Chairs to complete end of year departmental equity reports.

			• Possible topics for workshop focused on equity for Opening Day were discussed. • While the new tool that will be available to faculty beginning Fall 2016 does disaggregate success rates it cannot be focused on specific outcomes. A possible work-around would be to have a report available on our LMS where instructor would check which students successfully evidenced attainment of SLO statement(s). This report would be merged with SIS data to produce disaggregated percentages of students achieving SLO for course. Mary will mention this to Lorrie Ranck, Dean of Learning Resources, and we will add it as a topic for consideration with IR over summer break.