



**Date: August 10, 2010**

Topic	Discussion	Action/Concern
Clerical Help for SLO project	Tasks that the team needs help with were discussed. Plans for sustainability of SLO need to be discussed in a larger forum during the early weeks of the Fall Quarter such that the plans will be reflected in the accreditation self-study.	<ol style="list-style-type: none"> <li>1) Mary Kay expressed concerns about the future workload in the Staff and Professional Development office. There is a grant funded person who will assist with BSI needs, but what happens after the 2 years are up? If the workload is too great for the two employees of that office what will be the consequences?</li> <li>2) The emergency phase of the SLO project is coming to an end. There is a eminent need for clerical assistance especially towards organizing accreditation evidence. In future the SLO project will always need clerical assistance. Someone who does not need faculty oversight with the 6 Year cycle on its way there could be a chance to propose: ½ SLO support person and ½ position share with Staff development office.</li> <li>3) Still need an SLO home for training always envisioned resource center collect materials and a place to go.</li> <li>4) Job tasks: website management of evidence, newsletter, training materials, note taking/creation and organization of evidence, managing communications and updates of training sessions</li> <li>5) Short term solution through “emergency phase” student assistance (Melissa) \$5,000 per year funneled from college funds through Cindy Castillo’s office.</li> </ol>
Commercial Product to manage SLO evidence	How much more development and human effort will be needed to get this project on the road? How much will it cost? Bradley’s insights	<ol style="list-style-type: none"> <li>1. The product presentation of “Trac Dat” was discussed. Anu expressed her concerns that the development of the ECMS would be ongoing for years to come. What would happen after the current SLO team retired? It is already looming.</li> <li>2. Jim pointed out that the longterm planning relative to Program Review, Mapping from course to strategic initiatives (and all levels in between are already built into the system). There are a significant number of community colleges in California who have adopted this software and have recently passed accreditation. Accreditation teams are looking for evidence from the classroom and volumes of it. This program allows for statistical analyses and their storage to be linked all the way up the chain. . . .</li> <li>3. Bradley remarked that relative to the sustainability piece of the puzzle and the fact that other colleges are passing accreditation with this software piece it would be a logical and worthwhile investment.</li> <li>4. The quote for the software is reasonable considering the amount of creative development and planning the SLO team and Bradley would have to invest in time and energy over the next 5-6 years.</li> </ol>
TracDat to Christina Espinosa-Pieb	Christina approves of this purchase.	<ol style="list-style-type: none"> <li>1. Next steps. She will make a presentation to the Senior Staff, Monday Aug. 16. We may ask the vendor to demo the product</li> <li>2. SLO team will bring the product proposal to the IPBT and Senate, then the Division Council during the Fall, 2010. Goal: Upload all current evidence to system summer 2011.</li> </ol>