



by Coleen Lee-Wheat and Jim Haynes, SLO Coordinators

Time Period: Week of: June 14-18

Topic	Discussion	Action/Concern
SSPBT	Student Services Annual Update Form	Final Draft was created. Coversheet describing the process and how to fill out the form will also be distributed on June 17 by Jim Haynes.
ECMS Annual Update Report SSPBT Report	Data Collection for the Annual ACCJC update is due by the end of June. Evidence based data is being counted.	Anu is approaching individual VTech coordinators and is finding that the reports that are produced to meet the standards for external agencies match De Anza's SLO criteria. Jim is collecting SSLO data via the Annual Program Review Update (APRU) form. SLO data for classroom assessment is being collected via the ECMS system. We have already noted some discrepancies in the data that instructors have reported vs the ECMS data. This may be due to the fact that there was not a training or coversheet of how to fill out the APRU form by all Deans to their Department Chairs.
Retreats	Outcomes: to R and E 09-10, review performance of SLO Coordinators, plan facilitation of program level assessment. It is crucial that every SLO Steering Committee Meeting member is present and able to devote undivided time in this retreat.	A proposal in the June 17 SLO Steering Committee meeting will be made.
Newsletter	Title III grant may be able to assist in SLO assessment of developmental level courses. Lydia and Jackie are creating a job description for a staff position in the Staff Development office. Part of that position could be used to help implement SLO processes for developmental courses.	If this staff position comes to fruition the Staff and Professional Development Office will be able to rely more upon Mary Kay Englen for help with the SLO project.
College wide governance review	Stacey Cooke has called for a College governance review. This may affect the structure of the College in that the departments who perform program reviews may change.	This will not have an immediate effect on SLO project at this time.
Program SLOs in College Catalogue	Curriculum Committee has seen the NAPA catalogue. It is hoped that they will be able to help the division's envision program level SLOs and ensure that the Program Level SLOs will be available for consideration and input into the Catalog next Feb. 2011	Anu will continue to work with the Curriculum Committee Fall, 2010.

