



SLO Core Team Meeting Minutes:

Anu Khanna, Jim Haynes, Coleen Lee-Wheat, ~~Foño Ramirez~~, Mary Pape

ATC 209 (Jim’s Place) 12:30 – 1:20 pm

**Date: April 12, 2012**

TOPIC	Purpose	LEADER	Notes
ACCJC Annual Report	D/A	Mary, Jim	Sent
NorCal Regional SLO Meeting	I/D/A	Jim	<a href="http://www.asccc.org/events/2012/04/norcal-slo-assessment-meeting">http://www.asccc.org/events/2012/04/norcal-slo-assessment-meeting</a> Jim will attend.
Presentation to Deans	I/D/A	Mary	Deans will be “trained” to use TracDat for getting the APRU reports from each of their departments on Thursday, April 19 at 10:30. Rowena will assist Mary. There is a small “manual” available that covers just what deans need to do.
Department Chair training	D/A	Mary Coleen	Department chair training will be handled on: There is a small “manual” available that covers just what department heads need to do. These will take place on Thurs, April 12 from 12:30 – 1:30 and again from 4:00 – 5:00 pm, Wednesday April 18 from 1:30 – 2:30, and as needed after than.
Convocation	D/A	All	Anu and Mary discussed meeting on April 10 with our keynote speaker Carol Gittens. Carol gave us guidance on the activity and will dovetail her presentation into what the outcomes for the day are. The materials for faculty were discussed and finalized.
Academic Senate	D/A	All	Mary will outline the SLO Convocation activities, disperse the 2 <sup>nd</sup> Annual SLO Convocation flyer, and request monies for the food for the Convocation on April 16.
Newsletter Articles	I/D/A	Mary	Table until after Convocation
Mini Grant Update	I	Coleen	Application is going through the approval process



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ATC 209 (Jim's Place) 1:00 – 1:30 pm (meeting

**Date: April 19, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
TracDat Training	I/D/A	Coleen, Mary	Extra supplemental meeting for department heads and APRU to be held 2:00 pm on Wednesday, April 25. Faculty SLO training scheduled for April 25 from 2:30 – 4:00 for Child Development faculty led by Mayra Cruz. Another same day 4:00 – 5:00 for faculty from SSH division.
Convocation	I/D/A	All	Logistical plans reviewed.



SLO Core Team Meeting Minutes:

Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape  
Gregory Anderson

ATC 209 (Jim's Place) 12:30 – 1:20 pm

**Date: April 26, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
2ns Annual SLO Convocation	A	All	Check list of items needed. Development of powerPoint. Run through of outline for next day: <ul style="list-style-type: none"><li>• Gregory welcomes faculty (3 min)</li><li>• Mary gives brief overview of morning session (1 min)</li><li>• Toño introduces speaker (3 min)</li><li>• Carol Gittens presentation (45 min)</li><li>• Mary thanks her and seagways into faculty activity (30 min)</li><li>• Tono wraps up the Critical Thinking discussion while Coleen and Mary collect the data from faculty that will be starting point of rubric and also the paper listing table members and those willing to serve on the task force to develop the rubric. (10 min)</li><li>• Mary reviews the expected outcome for the afternoon and gives logistics concerning lunch (5 min)</li></ul>
3 <sup>rd</sup> Annual SLO Convocation	I/D/A	All	General Outline and list of tasks to be developed on May 3