



SLO Core Team Meeting Minutes

Randy Bryant, Jim Haynes, Anu Khanna, Coleen Lee-Wheat, Mary Pape, Toño Ramirez

Tuesday March 5, 2013, PE 610; 9:30– 10:30 am

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	Toño Mary	Jim shared the SSLO/AUO job description. Tentative plan was established to have SLO Coordinator I, SLO Coordinator II, and a point person for SSLO/AUO work. The SSLO/AU TracDat duties would come under the job description of SLO Coordinator I along with one more class release time. SLO II job description and release time would remain unaltered. The rest of the duties for SSLO/AUO work would come under the SSLO/AUO point person who would receive 1 class per quarter or approximately 10% release time.
Convocation & Global, Cultural, Social and Environmental Awareness	I	All	<ul style="list-style-type: none"> • Next meeting Wednesday, March 6 9:30 AM in Veronica Neal's office. • Effort will be made to trade Fireside room with District-Wide Administrators meeting for Conference room A & B.
2013 ACCJC Annual Report	I/D/A	Mallory	Preliminary data was shared. Questions were raised about the meaning of the questions associated with the Program Level Outcomes. Mary will resolve these with Mallory.
APRU	D/A	Mary	Decisions should be made at today's IPBT meeting to finalize the document
ACCJC Planning Agendas Report	D/A	All	Due May 31, 2013.



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Tuesday March 12, 2013, PE 610; 10:00– 11:00 am

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	Toño Mary	Job descriptions for SLO Coordinator I, SLO Coordinator II, and SSLO/AUO Point Person are being compiled.
APRU	D/A	Mary	2012-13 APRU has been finalized by IPBT. Mary will complete the TracDat updates and send out to Deans on Friday, March 15.
2013 ACCJC Annual Report	I/D/A	Mallory	Decided that the public display of data on the assessment of programs was the Program Review which may be found at: http://deanza.edu/gov/IPBT/program_review_files.html Mary explained that now that TracDat tracks program level assessments, the most meaningful calculation of progress of programs being assessed is to count the number of program areas that have completed Reflections and Analysis. We have actually improved from 24% in October to 57% now. This number seems much less than 83% in the 2012 ACCJC Annual Report but that figure was merely a count of the number of program level outcomes that were mapped to underlying courses. That figure is currently at 95%. In order to answer the questions concerning outcomes and assessments for GE courses, Mary will add a General Education Courses “department” into TracDat.
Convocation & Global, Cultural, Social and Environmental Awareness	I	All	We now have Conference Rooms A & B in Hinson Center. This ICC will be looked at through the lens of Civic Capacity for Equity and Social Justice. Rough outline of schedule: 8:30 am Continental Breakfast

			<p>9:00 – 9:30 am History and Context (Anu)</p> <p>9:15 – 10:15 am Definitions/meanings (Veronica & Cynthia)</p> <p>10:15-10:30 Break</p> <p>10:30 – 11:00 Panel Discussion with examples of practice: PE (Coleen), Biology (Jeff), CIS (Mary) Toño will be moderator.</p> <p>Questions to be asked are:</p> <ol style="list-style-type: none"> 1) What did you observe in your course/program that prompted you to make a change with respect to (Global/Cultural/Social/Environmental) engagement? 2) What <i>did</i> you change? What was the experiment/assessment that you tried? 3) What were the results of the change, as related to (Global/Cultural/Social/Environmental) engagement in your course/program?
ACCJC Planning Agendas Report	D/A	All	Due May 31, 2013
TracDat	I/D	Mary Toño	Toño reported that an error is being generated if too much data is being added into the "Target for Success" and "Comments" text boxes. Mary will investigate this with Nuventive and, at the least, at the info to the ? help button for the boxes.



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Tuesday March 19, 2013, PE 610; 10:00– 11:00 am

TOPIC	Purpose	LEADER	Notes
Minutes	D/A	Mary Toño	Approved 2013 February Minutes. Toño will post these on SLO website.
Steering Committee	I/D/A	Toño Mary	Mary will update the job descriptions for SLO Coordinator I, SLO Coordinator II, and SSLO/AUO Point Person. The updated versions will be ready for review on April 9.
APRU	D/A	Mary	TracDat updates have been completed. Mary sent the 2013 APRU blank form along with manual for Deans and a manual for the department heads to each Dean on Friday, March 15.
2013 ACCJC Annual Report	I/D/A	Mallory	<p>Mary is entering data into General Education Courses assessment unit in order to produce necessary reports showing count of GE courses, count of number of GE courses with SLO statements mapped to ICCs, and the number of GE courses currently being assessed (shown by a method of assessment being declared).</p> <p>Jim will send count of the number of student and learning support activities. FER programs will be included. The decision must be made whether or not to condense the 15 AUO programs into 6 programs at this time.</p>
AUO Training	I	Jim	<p>Eleven people including five from the District attended the AUO training held on March 15th from 8:30 – 10:30 am. In regards to the attendees from the District, this was merely an introduction to TracDat for them. A person from the District will be needed to actually guide their assessment efforts into the future.</p> <p>Another AUO training workshop will be held on Friday, March 22nd</p>

			from 1:00 – 3:00 pm in MLC 243.
Convocation & Global, Cultural, Social and Environmental Awareness	I	All	Randy pointed out that the plans for the Convocation have lost their focus on what is being done for the students to improve their skills to achieve “Global, Cultural, Social and Environmental Awareness”. The current mandate for a Division Equity plan is more focused on faculty and staff achieving an outcome.
ACCJC Planning Agendas Report	D/A	All	Due May 31, 2013
Newsletter	D	Mary Toño	Proposed articles: <ul style="list-style-type: none"> • National Community College Benchmark Project http://www.nccbp.org/ . • Article to explain the “bigger picture” of the SLO/SSLO/AUO process. • Article publicizing the 3rd Annual SLO Convocation
Critical Thinking Task force	I	Toño	Assessments are trickling in from Beta group of faculty assessing Critical Thinking in their classes this quarter.



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Tuesday March 26, 2013, PE 610; 9:30– 10:30 am

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	Toño Mary	Toño will draft the meeting minutes from February 27 meeting and present them for approval at next core team meeting.
APRU	D/A	Mary	I will be in ADM 102 from 9:30 – noon on Tuesday, April 2 to assist any faculty or Deans with any part of the APRU.
ACCJC Planning Agendas Report	D/A	All	Due May 31, 2013 75+% complete Jim will send his information on the four soon.
2013 ACCJC Annual Report	I/D/A	Mallory	Complete and sent to Mallory
Convocation & Global, Cultural, Social and Environmental Awareness	I	All	<ul style="list-style-type: none"> • Mary will invite Brian Murphy to say a few words to congratulate the faculty and staff for their attendance • Mary will set up next meeting with Veronica • Toño will invite Bob Stockwell as a panelist replacing Mary. Bob’s focus will be civic engagement • Coleen will invite Matt Trosper to represent PE on the panel <p>Toño and Mary will focus of the SLO objective: increase student Global, Cultural, Social and Environmental Awareness.</p> <p>Veronica and Cynthia will be working of the AUO objective: enhance the ability of faculty, staff, and administration to increase student Global, Cultural, Social and Environmental Awareness.</p> <p>To assist faculty to plan for increasing student awareness the panelists will answer the following questions:</p>

			<p>Questions to be asked are:</p> <ol style="list-style-type: none"> 1) What did you observe in your course/program that prompted you to make a change with respect to (Global/Cultural/Social/Environmental) engagement? 2) What did you change? What was the experiment/assessment that you tried? 3) What were the results of the change, as related to (Global/Cultural/Social/Environmental) engagement in your course/program? <p>This will be followed by an activity to be completed by faculty to investigate how he/she might assess this ICC in his/her class(es). Essentially faculty at each table will have their own panel.</p>
Newsletter	D	Mary Toño	<p>Proposed articles:</p> <ul style="list-style-type: none"> • National Community College Benchmark Project http://www.nccbp.org/ . • Article to explain the “bigger picture” of the SLO/SSLO/AUO process. <p>Article publicizing the 3rd Annual SLO Convocation</p>
Critical Thinking Task force	I	Toño	Toño sent a reminder around this week to all beta testers.
Spring Quarter Core Meeting Time	I/D/A	All	Core meetings were set for Wednesdays 12:30 pm – 1:20 pm.