



SLO Core Team Meeting Minutes

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

Tuesday, February 7, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
January Minutes	I/D/A	Mary	Minutes for January 2017 were approved.
Accreditation	I/D/A	Mallory, Mary, Toño	<p>Report out of percentages assessed: SLO: 84% PLO: ACCJC definition 92% SSLO:100% AUO: 100%</p> <p><u>SLOs alias course level student outcomes</u> There are 1105 courses with active Student Learning Outcomes. Since every course is approved through the Curriculum Committee process that mandates SLOs, 100% of our courses have student learning outcomes.</p> <p>For these 1105 courses, there are 2032 Active SLO statements with 2370 assessments completed in TracDat and 413 in the older ECMS system. Using these numbers the percentage of SLOs assessed is over 100%. However, there are some courses that have never been assessed such as languages in IIS Division. IIS needs a full-time instructor to take responsibility for assessment of all language courses.</p> <p><u>Program Level Outcomes have two distinct definitions:</u> 1) We encouraged all departments, whether they offered a certificate or degree or not, to create program level outcomes. There are 223 outcomes at the program level with all but 69 having on-going assessments. Thus, 69% of program level outcomes have been assessed.</p>

			<p>2) Since then the ACCJC has defined program level outcomes as only those outcomes connected to certificates and/or degrees. Defining program level outcomes this way means that there are 26 programs where 24 or 92% have ongoing assessments.</p> <p><u>SSLO & AUO</u> 100% have been assessed but the data is not necessarily in TracDat. There are a total of 121 SSLO & AUO outcomes and 71% of these have assessments in TracDat.</p>
AUO/SSLO	I/D	Veronica	<p>Conversations regarding TracDat, SSLO/AUO process and program review continue. The week of Jan. 18, Veronica Avila contacted and/or met with the following individuals: Stacey Cook, Susuan Cheu, Michele LeBlue Burns, and Stacey White Daniels.</p> <p>Veronica is scheduled to meet with Counseling Division on February 8 to discuss the SLO process and assist them in assessments.</p>
Program Review	I/D	All	<p>SSPBT – Veronica is now scheduling Program Review workshops with individual divisions and departments on an as needed basis. She is currently working with VP of Finance and College Operations Susan Cheu to develop a PR that is focused on services under her purview.</p> <p>IPBT – The following department chairs attended the Program Review workshop held on Thursday, January 19 from 3:30 – 4:30 in AT 205: Jason Bram (Biology), David Capitolo (Automotive Technology), Clara Lam (ESL), Coleen Lee-Wheat (PE), Li Wei Sun (Child Development), Ameeta Tiwana (Anthropology). Certificates have been placed in their boxes in the mailroom.</p> <p>Along with Mary Pape, Veronica Neal and Tony Santa Ana presented. Veronica and Tony’s focus was on the equity piece, section III. The result is that an Ad Hoc report will be available in each area to pull the</p>

			<ul style="list-style-type: none"> • Mallory Newell AT 204 <i>“Mining data for Equity-based Decision Making”</i> Aimed at Department Chairs and Program leads across campus: instructional and student services <p>Break out Session II 11:15 – 12:00 noon</p> <ul style="list-style-type: none"> • Eugene Rodriguez MCC 17 <i>“THE FLAT EARTH? “Color Creates Depth”</i> • Jesus Quintero MCC 14 <i>“In Crazy Times: Simile and Metaphor as Political Practice”</i> • Mary Pape MCC 205 <i>Program Review for Chairs</i> • Veronica Acevedo AT 204 Avila <i>“Imaginatively Thinking about SSLOs and AUOs”</i> <p>Break out Session III and afternoon</p> <ul style="list-style-type: none"> • Mary Kay Englen MLC 243 1:00 – 1:50 pm <i>“The Power of Strong Communication and Listening Skills in Service Excellence.”</i> <p>Instructional areas: Departmental work on Program Review. Assistance available in AT 205 from 1:00 – 4:00 pm.</p> <p>Student Services: Program Review work. Assistance available in AT 204 from 1:00 – 4:00 pm.</p>
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SLO Core Team Meeting Minutes

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

Tuesday, February 14, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	Mallory, Toño	Toño reported that the focus points of the quality focus area are 1) equity, and 2) communication and transparency in regards to decision making. The IPBT and SPBPT will be asked to share how decisions are made based on assessments. Thus, it will be about the results of SLO process work and not on the number of assessments completed.
Program Review	I/D	All	<p>SSPBT Mary will contact Stacey Cook offering to stop by the SSPBT meetings to answer any questions/doubts on the program review process.</p> <p>IPBT Demographic Tool is now available through MyPortal. The link is “Program Review” on the Employees tab. There is some worry that there could be confusion that this is a link to the program review area on TracDat.</p> <p>Certificates placed in mailboxes for attendees of Program Review Workshop held for Chairs on January 19th: Jason Bram, Dave Capitolo, Clara Lam, Li Wei Sun, and Ameeta Tiwana.</p>
Convocation	D/A	All	<p>Date: March 3 ICC Focus: Communication and Expression Title: Thinking Without A Box: The Power of Imagination. Location: Opening general session will be held in VPAC. Tony Arellano is contact person for facility accommodations. Tony Arelliano will be sent final script for lights, music, projection.</p>

			<ul style="list-style-type: none"> • Jesus Quintero MCC 14 <i>“In Crazy Times: Simile and Metaphor as Political Practice”</i> • Mary Pape MCC 205 <i>Program Review for Chairs</i> • Veronica Acevedo AT 204 Avila <i>“Imaginatively Thinking about SSLOs and AUOs”</i> <p>Break out Session III and afternoon</p> <ul style="list-style-type: none"> • Mary Kay Englen MLC 243 1:00 – 1:50 pm <i>“The Power of Strong Communication and Listening Skills in Service Excellence.”</i> <p>Instructional areas: Departmental work on Program Review. Assistance available in AT 205 from 1:00 – 4:00 pm.</p> <p>Student Services: Program Review work. Assistance available in AT 204 from 1:00 – 4:00 pm.</p>
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SLO Core Team Meeting Minutes

Present: Veronica Avila, Amy Leonard, Mary Pape, Toño Ramirez,

Tuesday, February 21, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	Mallory, Toño	<p>Toño reported on Action Plan for Continued commitment to Student Learning Outcomes work at all levels, SSLO, SLO, AUO, PLO, ILO. (Standard I.B.2)</p> <p>Action plan:</p> <ol style="list-style-type: none"> Continue to refine our data collection system for Outcomes Assessment (TracDat) with an aim toward: <ul style="list-style-type: none"> More easily integrating assessment data in Program Review documents Making the data submission process easier (by, for example, proliferating use of the 'Assignments' feature in the TracDat system Working directly with Nuventive (the TracDat developer) to improve reports generated by the system Promote the need for ongoing cycles of assessment via avenues such as: <ul style="list-style-type: none"> Office of professional development Opening Day activities/workshops Annual Convocation <p>Mary suggested adding: SLO Office Hours, Workshops, and flyer-like emails to faculty by Division</p>
AUO/SSLO	I/D	Veronica	<p>Veronica met with Tamica Ward from Admissions & Records. Assessments were reviewed, alternative methods of assessment other than the survey were examined, and ideas for writing enhancements were discussed.</p>

			Veronica met with counseling department. The rudiments of the SLO process and the mechanics of TracDat were reviewed. Since counseling is such a diverse group Veronica suggested that they work in groups and contact her for assistance by group.
Program Review	I/D	All	SSPBT – Send email offering assistance concerning mechanics of program review on TracDat to Stacey Cook after March 3rd.
Convocation	D/A	All	<p>Date: March 3 ICC Focus: Communication and Expression Title: Thinking Without A Box: The Power of Imagination. Location: Opening general session will be held in VPAC. Tony Arellano is contact person for facility accommodations. Tony Arellano will be sent final script for lights, music, projection.</p> <p>Rooms AT204 and AT 205 reserved all day; MCC 14 & MCC 17 reserved from 10:00 am until 12:15 pm.</p> <p>Lunch in A & B Conference Rooms of Hinson Center</p> <p>-----</p> <p>Advertising: RSVP Form: Link is on Flyer and link will be added to our website Flyer: Mary will have these for each Division (distribute on Thursday 2/23) and some to post on day of. Program: Format and wording was finalized. Mary will update and print on February 27. Follow-up email: Mary will send Sunday night, February 26 Follow-up emails to faculty and staff: February 20th and February 26th Gift cards to be donated by SLO Core Team for student presenters; Amy and Mary</p>

			<p>adjunct faculty in fulfilling contractual obligation in regards to SLO work.</p> <p>Break out Session II 11:15 – 12:00 noon</p> <ul style="list-style-type: none"> • Eugene Rodriguez MCC 14 <i>?THE FLAT EARTH? "Color Creates Depth"</i> • Jesus Quintero MCC 17 <i>"In Crazy Times: Simile and Metaphor as Political Practice"</i> • Mary Pape MCC 205 <i>Program Review for Chairs</i> • Veronica Acevedo AT 204 Avila <i>"Imaginatively Thinking about SSLOs and AUOs"</i> <p>Break out Session III and afternoon</p> <ul style="list-style-type: none"> • Mary Kay Englen MLC 243 1:00 – 1:50 pm <i>"The Power of Strong Communication and Listening Skills in Service Excellence."</i> <p>Instructional areas: Departmental work on Program Review. Assistance available in AT 205 from 1:00 – 4:00 pm.</p> <p>Student Services: Program Review work. Assistance available in AT 204 from 1:00 – 4:00 pm.</p>
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SLO Core Team Meeting Minutes

Present: Veronica Avila, Amy Leonard, Mary Pape, Toño Ramirez,

Tuesday, February 28, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
Annual Report	I/D/A	Mary, Mallory	Answers to SLO questions for the ACCJC Annual report were submitted to Mallory
Accreditation	I/D/A	Mallory, Toño	Toño will attend the next meeting this coming Thursday. The main agenda item will be the Quality Focus Essay.
AUO/SSLO	I/D	Veronica	<p>SSLO and AUO areas are reaching out to Veronica. Those heading these areas have now been in their positions long enough to now turn their attention to assessment work. It should be said that Veronica has consistently informed them over time that she was ready and willing to meet with them.</p> <p>Veronica met with Admission and Records including Tamica Ward. She has also met with Michele Lebleu Burns and Rob Mieso to assist with refining outcome statements and to suggest methods of assessment in addition to the survey.</p> <p>Susan Cheu and Pippa have created a program review form for their area. Veronica reviewed this form. It is undergoing a few final tweaks. Mary has discussed with Pippa that she will create the boxes in track as soon as the form is finalized.</p>
SLO Workshop	I	Mary	1st Year Experience for Tenure Track Faculty: SLO's; February 28, 2017 from 12:30 – 1:20 pm, MLC-243 Faculty & Staff Computer Lab. First 10 minutes will be presentation by Mary Bennett
Program Review	I/D	All	<p>SSPBT – Send email to Stacey Cook after March 3rd. IPBT – No items concerning SLO work at this time.</p>

			<p>Break out Session II 11:15 – 12:00 noon</p> <ul style="list-style-type: none"> • Eugene Rodriguez MCC 17 <i>“THE FLAT EARTH? “Color Creates Depth”</i> • Jesus Quintero MCC 14 <i>“In Crazy Times: Simile and Metaphor as Political Practice”</i> • Veronica Acevedo AT 204 Avila <i>“Imaginatively Thinking about SSLOs and AUOs”</i> • Mary Pape AT 205 <i>Program Review for Chairs</i> <p>Break out Session III and afternoon</p> <ul style="list-style-type: none"> • Mary Kay Englen MLC 243 1:00 – 1:50 pm <i>“The Power of Strong Communication and Listening Skills in Service Excellence.”</i> <p>Instructional areas: Departmental work on Program Review. Assistance available in AT 205 from 1:00 – 4:00 pm.</p> <p>Student Services: Program Review work. Assistance available in AT 204 from 1:00 – 4:00 pm.</p>
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