



SLO Core Team Meeting Minutes

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

**Tuesday, January 8, 2012, PE 610; 9:30 – 10:30 am**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Steering Committee	I/D/A	Toño	<p>Minutes from December 14, 2012 meeting are to be reviewed. Please e-mail Toño with additions/corrections.</p> <p>As suggested by Randy, Mary will pursue adding a representative from the DASB as a non-voting member of the SLO Steering Committee.</p> <p>Considering the fact that 2013 SLO Convocation (set for April 26) takes places so soon after the start of Spring quarter, Toño will try to schedule a Steering Committee meeting for the middle of February.</p>
Academic Senate Presentation	I/D/A	All	<p>Tono and Mary would like to make a presentation to the AS on Monday, January 14 focusing on the following two points:</p> <p>1) Choice for the next ICC to be assessed. We will present reasons why Global, Cultural, Social and Environmental Awareness might be good to choose as the next one. We will also elaborate on the points of this ICC. We will ask for members to discuss this choice with their constituents and see if they concur with this choice. We would like to return on February 4 for their final decision.</p> <p>Timeliness is the foremost reason for choosing the ICC Global, Cultural, Social and Environmental Awareness over the others. Veronica Neal is currently organizing efforts to ensure equity in student success for all students. The campus climate survey where</p>

			<p>many questions are directed to the points of this ICC will be conducted this Spring. Randy has brought to our attention that students do not feel that the College is connected to the “real world” and this ICC certainly addresses that issue with its focus on social awareness and civic engagement.</p> <p>2) Inform faculty that SLO statements will become visible beginning Fall 2013. This is in keeping with schools across the nation and within our District. If faculty wish to change a SLO statement it will be necessary for them to submit the course outline as a five-year review.</p>
Critical Thinking Task force	I/D	Toño	<p>Toño is in the process of scheduling a meeting of the task force for the beginning of January. Members are encouraged to submit their assessment data summaries, reflections, and proposed enhancements. Final modifications will be made to the rubric. The rubric will be made available to all faculty members before the end of Winter quarter.</p> <p>The work of adjunct faculty member Ryan Dickson as a member of the CT task force is greatly appreciated. Unfortunately, his class for Winter 2013 was canceled and, thus, is not on campus this quarter.</p>
TracDat/SLO Process Help sessions	I/D	Mary	<p>Help Sessions will again be held in the Academic Senate Office in the Administration Building. They are scheduled for every Wednesday from 3:30 to 4:30 pm and every Thursday from 10:00 to 11:00 am.</p> <p>We will no longer have Darya from Foothill to confer with since she is resigning her position.</p>
TracDat/SSLO/AUO Process	I	Jim	<p>Jim is planning to make the SSLO statements visible to the public.</p> <p>When training sessions are held for AUO staff Jim will attempt to include Mary.</p>
AUOs for District	I/D	Jim	<p>Jim is currently re-defining the meaning if a program for the AUO</p>

Programs			departments.
Newsletter	D/A	Mary Toño	<p>A Newsletter will be scheduled for February. The topics to be included are:</p> <ul style="list-style-type: none"> <li>• ACCJC report which should become public in late January</li> <li>• Partners in Learning Conference (March 8, 2013),</li> <li>• next ICC,</li> <li>• progress of CT Task Force,</li> <li>• 2013 SLO Convocation (April 26, 2013). Preliminary plans are for the opening session to include a panel discussion featuring faculty and staff from our own De Anza campus.</li> </ul>
Program Review	D	All	<p>There is a concern that we are kept “in the loop” in order to ensure that the template contains questions drawing from the SLO Process work showing that this work is indeed driving resource allocations made by the IPBT.</p>



SLO Core Team Meeting Minutes

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

**Tuesday, January 15, 2012, PE 610; 10:00 – 11:00 am**

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	Toño	Meeting scheduled for Wednesday, February 27, from 9:30 – 11:30 a.m in Admin 109 Conference Room.  Agenda to include: Program Review, ICC chosen to be assessed next, Convocation; future/sustainability of SLO process.  FACC article. Possible letter to editor.
Academic Senate Presentation	I/D/A	All	The slide presentation is posted on the SLO website under “Minutes” III. Presentations Made By the SLO Committee to Other Campus Committees/Bodies.  Tono and/or Mary will return on January 28 or February 4 to poll the Academic Senate members as to the faculty choice for the next ICC to be assessed.  Veronica Neal, Jackie, Coleen and Mary will setup a meeting for preliminary discussion concerning assessment of Global, Cultural, Social and Environmental Awareness.
Critical Thinking Task force	I/D	Toño	Thursday, January 24, 10:00 – 11:00 a.m. in the Academic Senate Office will be the meeting to finalize assessment plans & make necessary changes to the rubric.
Program Review	I/D/A	All	During the presentation to the Academic Senate the concern was raised that present SLOAC work was going to be for naught.

			It is of importance that the Annual Program Review documents, both the one developed by the IPBT and the one developed by the SSPBT, contain items that make a strong connection between the request for resources and the SLO assessment work. Mary will author some preliminary questions.
TracDat/SLO Process Help sessions	I/D	Mary	Requesteed Nuventive to install TracDat update V4.6. Added features or enhancements to current features include the following: <ul style="list-style-type: none"> <li>• Ability to hide SLO statements with no Results</li> <li>• Added ability for TracDat Admin to hide the “Follow-Up” link.</li> <li>• Custom field performance enhancement</li> <li>• Assignment window is changed to a full page, allowing space for a help icon. These e-mails will now contain more information such as Unit name, objective name, assessment method name, and result and action</li> <li>• Custom roles have been expanded allowing for more flexibility (hopefully included Read-Only for SLO statements)</li> <li>• Numeric data fields can now accept decimal numbers</li> </ul>
TracDat/SSLO/AUO Process & AUOs for District Programs	I	Jim	Jim has set aside blocks of time in the Faculty & Staff Computer Lab located in the Media & Learning Center (MLC 243) on Fridays to hold training sessions for SSLO staff, AUO staff, and to handle training for those involved in the AUOs for District Programs.
Newsletter	D/A	Mary Toño	Partners in Learning Conference (March 8, 2013), next ICC, progress of CT Task Force, 2013 SLO Convocation (April 26, 2013), reference to wealth of material found at <a href="http://enact.sonoma.edu/udl">http://enact.sonoma.edu/udl</a> authored under Universal Design for Learning. Of special note is the rubric for assessing a course syllabus which may be found at <a href="http://lgdata.s3-website-us-east-1.amazonaws.com/docs/2205/289066/UDL_Syllabus_Rubric_UPDATED_2-9-2012.pdf">http://lgdata.s3-website-us-east-1.amazonaws.com/docs/2205/289066/UDL_Syllabus_Rubric_UPDATED_2-9-2012.pdf</a> .



SLO Core Team Meeting Minutes

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

**Tuesday, January 22, 2012, PE 610; 10:00 – 11:00 am**

TOPIC	Purpose	LEADER	Notes
Steering Committee	I/D/A	All	<p>Minutes of the December 14, 2012 SLO Steering Committee meeting were approved.</p> <p>Next SLO Steering Committee meeting is scheduled for February 27, from 9:30 – 11:30 a.m.</p> <p>DASB President has not responded about a representative for the SLO Steering .committee. Mary will follow up.</p> <p>Agenda to include: Program Review; ICC chosen to be assessed next; 2013 SLO Convocation; future/sustainability of SLO process; and, ACCJC Planning Agendas Progress and Completion Form.</p> <p>Toño shared copies of FACC Magazine article entitled “No Simple Solution” written by Rachel A. Winston, Ph.D. (Link to the article: <a href="http://library.constantcontact.com/download/get/file/1102506053689-401/rwinston_nosimplesolution.pdf">http://library.constantcontact.com/download/get/file/1102506053689-401/rwinston_nosimplesolution.pdf</a>). Toño and Mary will work on a rebuttal to this article possibly submitting it as a letter to the editor. The article states some fallacies. Perhaps the central one is citing the SLO process as being “a search for meaningful proof of learning” whereas it is the ongoing search to continually improve the learning experience for students.</p>
Decision on Next ICC to be assessed	I	Mary & Toño	There will be a return visit by Mary and/or Toño to the Academic Senate on either January 28th or February 4th. At this time feedback from the faculty will lead to a final decision on which of

			<p>the ICCs to assess next.</p> <p>Veronica Neal, Coleen, Jackie and Mary have scheduled a meeting for January 29<sup>th</sup> from 2:00-3:00 pm to formulate initial plans concerning the assessment of Global, Cultural, Social, and Environmental Awareness.</p>
Critical Thinking Task force	I	Toño	A meeting of the CT task force is scheduled for January 24 <sup>th</sup> from 10:00 – 11:00 am in the Academic Senate Office. At this meeting results of the beta testing of the rubric will be discussed and the next steps for roll-out to faculty at large will be discussed.
TracDat/SLO Process Help sessions	I	Mary	Nuventive updated TracDat to version 4.6 on January 22, 2013. If there are any issues with “Save” or “Discard” buttons user should clear cache and cookies.
TracDat/SSLO/AUO & AUOs for District Programs	I	Jim	By the end of the week Jim will be sending out dates to staff and faculty aimed at SSLO and AUO assessment work.
APRU	D/A	Mary	<p>Possible changes 2013 APRU were discussed:</p> <ul style="list-style-type: none"> <li>• Before any additional questions on SLO or PLO work are added, Mary will check and report on the answers received from last year’s APRU concerning SLO work</li> <li>• Suggestion to add two boxes for the question concerning the need for more faculty. First, areas will be asked to state if this need has arisen due to 1) retirement, 2) growth. If growth, program area will be asked to state findings from SLO/PLO assessment work substantiating this need.</li> </ul>
ACCJC	D/A	All	<p>Planning Agendas – Progress and Completion Form was received from Mallory Newell and is due May 31, 2013. The planning agenda items were divided up with the following numbers referring to the rows: Coleen #1; Mary #2, 4, 6, 8; Toño #3, 5, 7, 10; Anu #9; and, Jim #11, 12, 13. Links and evidence are to be sent to Mary. Document is to be completed in time to discuss with SLO Steering Committee at the meeting scheduled for February 24.</p>

			It was noted that the SSPBT is responsible for #12 along with SLO Steering Committee.
Newsletter	D/A	Mary Toño	Partners in Learning Conference (March 8, 2013), next ICC, progress of CT Task Force, 2013 SLO Convocation (April 26, 2013); official ACCJC report based on October report and sit visit.





SLO Core Team Meeting Minutes

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

**Tuesday, January 29, 2012, PE 610; 10:00 – 11:00 am**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Steering Committee	I/D/A	Toño	<p>Agenda for meeting of February 27 to include: Program Review; ICC chosen to be assessed next; 2013 SLO Convocation; future/sustainability of SLO process; and, ACCJC Planning Agendas Progress and Completion Form.</p> <p>Ask for DASB representative to serve on the SLO Steering Committee: no response so far.</p> <p>FACC article Magazine article entitled “No Simple Solution” written by Rachel A. Winston, Ph.D -&gt; Possible letter to editor</p>
Decision on Next ICC to be assessed	I	Mary & Toño	<p>On January 28<sup>th</sup> the Academic Senate confirmed Global, Cultural Social, and Environmental Awareness as the next ICC to be assessed.</p> <p>A meeting is scheduled involving Veronica Neal, Coleen, Jackie, and Mary for Tuesday, February 5 from 2:00 – 3:00 pm to begin discussion on how to approach the assessment of Global, Cultural Social, and Environmental Awareness.</p>
Critical Thinking Task force	I	Toño	<p>Preliminary results are in for the Beta testing of the rubric developed by the CT task force for assessing critical thinking. Toño has developed a package that includes explanation, rubric, sample, and a data summary form. Faculty will choose an activity from their class to and apply the rubric to the results of student achievement on that activity. Then a summary of their results will be written in the data summary form, and this form will be e-mailed</p>

			<p>as an attachment to Toño.</p> <p>Alpha testing will begin Winter quarter with approximately 21 faculty drawn randomly from each division. Names of these faculty members are to be forwarded to Toño as follows: Anu will submit 2 from ISS; Mary, 7 from PSME and Bus/CS; Coleen, 7 from PE and BHES; Toño, 7 from CA, LA &amp; SSH.</p>
TracDat/SSLO/AUO & AUOs for District Programs	I	Jim	<p>Training sessions are scheduled for the following Fridays and times. All training sessions will be held in MLC 243.</p> <p>SSLO/PLO/Summary TracDat update and training:  Feb 8 from 1:00 -3:00 pm  Feb 22 from 8:30 – 10:30 am</p> <p>AUO/Summary TracDat update and training:  Mar 15 from 8:30 – 10:30 am  Mar 22 from 1:00 – 3:00 pm</p>
APRU	D/A	Mary	<p>Report run on TracDat shows that the responses on the 2012 APRU for the question “What did you learn from your SLOAC and PLOAC activities this year?” were meaningful. Thus, Mary will add in the extra questions concerning SLO and PLO work.</p>
ACCJC	D/A	All	<p>Updates have been added to the form. Project should be completed in time to preset it at the February 27th SLO Steering Committee meeting.</p>
Newsletter	D/A	Mary Toño	<p>Articles:</p> <ul style="list-style-type: none"> <li>• Toño’s proposal has been accepted for the Partners in Learning Conference (March 8, 2013);</li> <li>• Cultural, Global, Social, and Environmental Awareness as the next ICC;</li> <li>• Progress of CT Task Force;</li> <li>• 2013 SLO Convocation (April 26, 2013);</li> <li>• Help Shops</li> </ul>