



SLO Core Team Meeting Minutes

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

Thursday, March 3, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
February 2016 Minutes	I/D/A	Mary	Minutes were approved. Mary will post them to SLO site.
ACCJC	I/D/A	Mary Toño Veronica	<p>Toño and Mary attended ACCJC workshop: <i>Taking Assessment to the Program Level</i> on March 3rd. The question of when a Program Level Outcome is required was answered by first defining a program: A program is a set of curriculum that progresses to a definite set of outcomes. Thus, as we have been doing, every certificate and/or degree needs one or more program level outcome statements and these are essentially the SLO outcomes listed on description of certificates and degrees as it appears in the College Catalog. It also implies that just because an area submits a program review does not mean one or more program level outcome statements are necessary. No program level outcomes are necessary unless that area offers certificates and/or degrees. With this in mind Mary will add a choice of “Not Part of Certificate/Degree” to the list drop-down box for PLO statements. Amy will provide Mary with a list of all certificates and degrees so that Mary can change the PLO status for those areas that have no certificates/degrees. This will facilitate a more accurate count of Program Level Outcome statements and assessment work for ACCJC Annual Report. It is known that Humanities, Reading, and ESL are three such areas affected.</p> <p>The College Planning Committee has requested input from the SLO Core team on the following questions from Accreditation Matrix: I.A.2.Q1 (Mary) Section IV of the APRU addresses current assessments; Adhoc reports titled “SLOAC Work – Active SLOs</p>

			<p>Only” and “PLOAC Work – Active PLOs only” give an overview of the assessment cycles</p> <p>I.B.2.Q1 – (Mary) New faculty</p> <p>I.B.2.Q2 – Yes and PR requires responses necessitating the analysis of this data=> Program Review Data Sheets</p> <p>I.B.2.Q3 – Yes +> Online at deanza.edu/slo</p> <p>I.B.2.Q4 – (Toño)</p> <p>I.B.2.Q5 – (Mary) Newsletter featuring success stories, presentations such as Opening Day and PIL as well as the Convocations</p> <p>I.B.2.Q6 –(Veronica)</p> <p>I.B.2.Q7 – (Amy & Mary)</p> <p>I.B.2.Q8 – (Amy & Mary)</p> <p>I.B.2.Q9 – (Amy & Mary)</p> <p>Responses are due by March 31, 2016.</p>
AUO/SSLO Progress	I/D	Veronica	<p>Meeting with OTI is scheduled for Wednesday March 16 at Filoli in Woodside. Veronica and Mary will attend. Veronica will encourage the participants to bring softcopy of all collected assessment data so that actual entry into TracDat can occur.</p> <p>SSPBT Program Review meeting to discuss Program Review document has been rescheduled to today, March 9.</p>
2016 ACJCC Planning Report	I/D/A	All	<p>Narrative questions have been updated.</p> <p>More gathering of data needs to be done to complete numerical questions.</p>
Program Review	I/D/A	Mary, Coleen	<p>The majority of department chairs attended a Program Review Workshop.</p> <p>Mary is tentatively schedule to make a short presentation at a Dean’s meeting to facilitate their assimilation of data from the individual departments within their Division. An April date was requested with the hope that the bugs in Nuventive’s meshing of data from custom</p>

			fields will be resolved.
Newsletter	D/A	All	Mary Kay sent February Newsletter to all staff.
Convocation	D/A	All	<p>The library staff was concerned that meeting in the North Reading Room of the library would create excessive noise. Thus, the General Meeting will be held in glassed in the conference room.</p> <p>Marketing our event:</p> <ul style="list-style-type: none"> • Six (6) hours of PAA/PGA credit (This will help to move part-time faculty over a column on the pay schedule.) • Note the change in the title • Flyer was discussed and updated. Flyer needs added enticing blurbs for the general session and each breakout session • Need a “result type” of activity. Perhaps a treasure hunt for information. <p>Tentative draft: 2016 Information Literacy Convocation <i>Assessing the ICC Information Literacy Equity and Inter-Connections</i></p> <p>Outcome: Foster communications across campus using information technology through the lens of equity.</p> <p>Morning refreshments (Toño) General Session – Glassed in conference area (need sign(s) Mary & Toño as leads. Toño as MC Lena Chang, Tom Dolen, and Shagun Kaur: <i>How information literacy is being integrated into disciplines.</i></p> <p>Break -out sessions:</p> <ul style="list-style-type: none"> • Cecilia Deck: Legalities of Dealing with Information • Veronica Acevedo Avila: SSLO & AUO Assessment Work

			<ul style="list-style-type: none"> • Toño Ramirez & Veronica Acevedo Avila : Synthesis and Analysis of Information from texts • Amy Leonard & Mary Pape: What part-time faculty need to know about Student Outcome assessments under the new FHDA contract. This will be focused on part-time faculty needs, but it will serve as a refresher for all. • Shireen Luna-Woo: Counseling Services. • Mary Pape: Program Review Q & A Session to answer last minute questions that department chairs may have • David: ADA requirements, checklist for online instruction for both hybrid and online. (lead Toño)
Partners In Learning Conference	I/D/A	Toño, Mary	<p>Title: <i>How 'One More Thing' Can Lead to 'Far Fewer Things': Assessment as a mechanism for managing workload</i></p> <p>MCC 12, 10:15 – 11:45 AM. In addition to providing ideas for assessment this is an opportunity to open up a dialog with faculty and students as our focus group in assessing the SLO process.</p>
TracDat	I/D/A	Mary	<p>Spring Workshops: focus on those new to SLO assessment work and/or those needing a refresher.</p> <p>Thursday, April 21, 2:00 – 3:00 pm - Mary Wednesday, April 27, 12:30 – 1:30 pm - Mary Friday, May 20, 12:30 – 1:30 pm - Toño</p>



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Thursday, March 17, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
ACCJC	I/D/A	All	<p>2016 Planning Report due to Mallory on 3/18</p> <p>An additional PLO status of “Not Part of Certificate/Degree” has been added to TracDat. This is to be used where a program level outcome has been entered by an instructional area that is not connected with a certificate or degree. Essentially the program will not be assessing this outcome per new direction from ACCJC.</p> <p>By March 31, the short response indicating the name of program or person and the location (URL) of support documentation are to be entered into the matrix for the accreditation tasks assigned to SLO Core Team from College Planning Committee. Link to document: https://foothilldeanza-my.sharepoint.com/personal/20033656_fhda_edu/Documents/Accreditation%202017/College%20Planning%20Committee</p>
AUO/SSLO Progress	I/D	Veronica	<p>Meeting with OTI Wednesday March 16 at Filoli in Woodside was fruitful. Participants reflected on the work done in each of their programs and on the interconnectivity. Assessment for SLO #5 was completed and entered into TracDat.</p> <p>Veronica is scheduled to present to SSPBT the Program Review document developed by IPBT.</p>
Program Review	I/D/A	Mary, Coleen	<p>Each Dean has a space in TracDat for their report, access in real-time to the responses from each department, and the ability to generate helpful reports. Coleen will schedule a time at a Deans’ meeting in</p>

			April for Mary to give an overview and to answer any questions the Deans may have.
Newsletter	D/A	All	For the month of March the flyer for Convocation will take the place of SLO Newsletter.
Convocation	D/A	All	<p>Final informational descriptions are still needed for the general session and for each of the breakout sessions.</p> <p>In order to add emphasis to the importance of the reflection and enhancement pieces of outcome assessments, we suggest the award of \$500 for a grant to support a department's "enhancement" proposal.</p> <p><i>Process:</i></p> <ul style="list-style-type: none"> • <i>Interested departments will summarize their assessment results and the "enhancement" that was born out of this work. They will state their expected outcomes and be willing to report the results of their project to the SLO Core Committee.</i> • <i>They will submit their summary to the SLO Coordinators who would distribute at the Convocation.</i> • <i>The attendees of the Convocation will have the privilege of voting for one of the proposals.</i> • <i>Awardees must have one representative present at the time of the award presentation.</i> <p><i>Please note</i> <i>An enhancement project (submitted by SSLO, AUO and SLO groups) may consist of a resource need to support:</i></p> <ul style="list-style-type: none"> • <i>an assessment and its processes (not additional pay).</i> • <i>a tool that would support student success.</i> • <i>a pilot for introducing an enhancement project.</i> <p>A faculty member requested SLO Convocation attendance verification for 2013 Convocation, 2014 Convocation, and 2015 Convocation. Electronic attendance sheets verify his attendance for</p>

			2013 and 2015 Convocations but NOT in 2014. Faculty members need to be reminded to keep verification certificates presented at Convocation and to sign-in.
Partners In Learning Conference	I/D/A	Toño	<p>Title: <i>How 'One More Thing' Can Lead to 'Far Fewer Things': Assessment as a mechanism for managing workload</i></p> <p>I. The Student Facilitators were: Kelvin Chandraatmadja goingnutsoon@gmail.com Anna Craig annaluvsvb@gmail.com Hoa Ha hahoa85@gmail.com Joshua Jeremiah jnjeremiah@gmail.com Thao Tran jaylytnt107@gmail.com,</p> <p>II. Questions from facilitators with reponses from facilitators, participants, and presenters:</p> <p>1. What has your own experience of assessment work been like thus far? Do you find that it makes your workload easier?</p> <ul style="list-style-type: none"> • How are we achieving out outcomes? • SLO statements are confusing for students • How do we know SLOs are actually testing real world understanding? • How can we balance expectations with results <p>2. If not, what oppourtunities do you see for “import” features of these examples into your own work?</p> <ul style="list-style-type: none"> • Create a list of SLOs used across California for others to use • Hearing more from students. • Mention SLOs a bit more • Engage students to buy into SLOs. • Good SLOs should not be said just once. Make SLOs come alive through practice and demonstration. • Create the right environment • There needs to reciprocating energy between faculty and

			<p>students</p> <ul style="list-style-type: none"> • Sit back and dialog • Flex days to make SLOs functional <p>III. These responses may be summarized in the following take-aways for the SLO Core Team to endeavor to foster across campus:</p> <ul style="list-style-type: none"> • Faculty need to show they care about SLOs. Students need to be engaged in understanding that these are the skills that they can expect to exit the course with. We were reminded that accreditation site visit team will be asking students about SLO statements. • Compile a list of SLOs from other California Community Colleges by subject matter and make these available as examples. • Everyone needs to be invested. SLOs need to be incorporated in class work • Encourage faculty to revisit their outcome statements. Outcome statements need to strike a balance between what defines the outcome well for the faculty teaching it and yet make it understandable to the shareholders
TracDat	I/D/A	Mary	<p>Spring Workshops: focus on those new to SLO assessment work and/or those needing a refresher.</p> <p>Thursday, April 21, 2:00 – 3:00 pm (Mary)</p> <p>Wednesday, April 27, 12:30 – 1:30 pm (Mary)</p> <p>Friday, May 20, 12:30 – 1:30 pm (Toño)</p>



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

Monday, March 21, 2016, AT 203D, 10:00 – 11:00 am

TOPIC	Purpose	LEADER	Notes
ACCJC	I/D/A	All	<p>Accreditation Tasks from College Planning Committee: The College Planning Committee has requested input from the SLO Core team on the following questions from Accreditation Matrix: I.A.2.Q1 (Mary) Section IV of the APRU addresses current assessments; Adhoc reports titled “SLOAC Work – Active SLOs Only” and “PLOAC Work – Active PLOs only” give an overview of the assessment cycles I.B.2.Q1 – (Mary) New faculty I.B.2.Q2 – Yes and PR requires responses necessitating the analysis of this data=> Program Review Data Sheets I.B.2.Q3 – Yes +> Online at deanza.edu/slo I.B.2.Q4 – (Toño) I.B.2.Q5 – (Mary) Newsletter featuring success stories, presentations such as Opening Day and PIL as well as the Convocations I.B.2.Q6 –(Veronica) I.B.2.Q7 – (Amy & Mary) I.B.2.Q8 – (Amy & Mary) I.B.2.Q9 – (Amy & Mary)</p> <p>Short responses with link to supporting documentation are due by end of Spring 2016.</p>
Program Review	I/D/A	Mary, Coleen	<p>Mary will make presentation to the Deans on April 7th or April 14th to speed their review of department responses.</p> <p>There have been many questions from department chairs concerning</p>

			APRU document.												
AUO/SSLO Progress	I/D	Veronica	<p>There are 48 AUO/SSLO programs and every single one has at least one outcome with an assessment method entered into TracDat. Congratulations, Veronica! SSLO and AUO Workshops will be conducted Fall 2016 and Winter 2017.</p> <p>Veronica has been asked to make a SSLO presentation to the SSPBT. She was misinformed that she was to present ideas for a more uniform program review document.</p>												
2016 ACJCC Planning Report	I/D/A	All	The completed report was sent to Mallory on March 18, 2016.												
Convocation	D/A	All	<p>Finalization of the following breakout sessions still needed:</p> <ul style="list-style-type: none"> • General Session • Shireen Luna-Woo: Counseling Services. • David Garrido <p>List tasks left to do:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>What</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Agenda for Convocation</td> <td>Mary</td> </tr> <tr> <td>Posters</td> <td>Mary & Coleen</td> </tr> <tr> <td>Food – 100 expected. Food to be similar to that served for Partners in Learning.</td> <td>Toño</td> </tr> <tr> <td>Follow-up Agenda with descriptions on or about April 4th</td> <td>Mary</td> </tr> <tr> <td>Grant Proposal</td> <td>Coleen</td> </tr> </tbody> </table>	What	Who	Agenda for Convocation	Mary	Posters	Mary & Coleen	Food – 100 expected. Food to be similar to that served for Partners in Learning.	Toño	Follow-up Agenda with descriptions on or about April 4th	Mary	Grant Proposal	Coleen
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TracDat	I	Mary	<p>New Faculty Phase I Tenure Track New Faculty SLO workshop was held on March 18th. Participants were given access to the TracDat Play Area and an assignment for one of the SLOs there.</p> <p>While there were only three participants two were from Mathematics</p>												

			and the Assignment tool from TracDat will save full-time mathematics faculty much work.
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