

De Anza SLO Coordinator's Meetings March, 2009

March 2, 2009

Ann and Anu: I have set up a meeting with Barbara Illowski. She has been working State wide with the assessment process since the last accreditation process. She has co-presented with Marcie from Cabrillo. She will be out of town late next week. I thought I would catch her while she was here.

She says she can help us bring in presenters etc.

Also, I contacted Rosemary Arca from Foothill. In the whirlwind of this last week we neglected to note that you two met with her at the conference. She has been working on the SLO project for 5 years. She has 40 percent release time. She is very interested in meeting with us. She is most free in the next two weeks. They are ramping up for a "convocation" . She has invited us to it. Friday 9-12 in Feb. Sounded intriguing. If you are interested in meeting with her let me know. She is willing to sit with us for several hours. Jim and I would like to know if you would like to come to a meeting to discuss what they are doing? For example, they have informal "pie dates" where interested faculty can come by an work on their "SLO project" with her.

I believe these meetings will help Jim and I catch-up with you two. It will also be inspiring to hear what is going on instead of having to read and read and read through material that may or may not be helpful.

Talk to you soon. Coleen

Title: Slo with Illowsky

Location: Wellness Center

Time Zone: USA Pacific (USA)

Date: Tuesday, February 3, 2009

Time: 10:00 AM to 11:30 AM

Guests: Lee-Wheat Coleen; Argyriou Anne; Haynes Jim, KhannaAnu

Jim, Barbara and Coleen met in the PE Wellness Center Conference Room. Barbara we discovered is involved with SLO's as it relates to the BSI for the State of California. She enlightened us with several examples of classroom assessment techniques, the website addresses instructors can use for assessment and examples of assessments. She also volunteered to help us out at the division level.

March 3, 2009 9 to 10am

Anu, Jim and Coleen met.

Revisited ICC preface statement.

Formulated questions for Marcie, teleconference call.

Reviewed "DARE revise" and simplified version to use at Workshop.

Anu and Coleen discussed the reasons for having a curriculum subcommittee to oversee the quality of the SLO's created by faculty.

Coleen sees it as a big bottleneck for the current process, and that assessments will be waylaid waiting for the committee.

Anu points out that there needs to be some oversight.

Anu will work on the composition of the committee and we will discuss further.

Jim met with Deans of Student Services.

Financial Aid group will be model for the process.

SAO workshop will be held 9-1 April 24

Coleen will continue to work on the assessment cycle model and documentation for that process

March 5 10am-noon

Anu, Anne, Jim and Coleen teleconferenced with Marcie Albright from Cabrillo. Anu had sent a list of questions and concerns March 4.

The workshop was discussed. Marcie formulated a summary of events. Then she informed us about State politics at the moment as well as the AJCC.

Marcie confirmed that an oversight committee should be created. She also noted that the SLO coordinator could be responsible for training individuals or small groups that missed the large group meeting.

Questions as per Anu Khanna

I'm attaching some documents as an FYI.

- 1. The first is our latest version of our core competencies document. We hope to have Senate look at it next week and discuss one last time and then the following week vote to adopt them.*
- 2. The flyer for the training next week.*
- 3. The "training plan" that we distributed to administrators and faculty (based on the plan you helped us create at Accreditation Institute).*

Here is some background info and what we plan to address with you tomorrow:

For the training workshop, there will be at least 2-3 faculty members from each division at our college. We have asked each faculty member to let us know of two courses that they teach so that we will have those course outlines available for them to work with during the "hands-on" portion of the workshop. We have also asked faculty to bring an assessment used in their course--a test, assignment, exercise, etc.

We are hoping your session will clarify and teach them how to: a) write SLOs (and difference between SLO and course objective)

- b) how to run a workshop in their division on: how to write SLOs (and that you'll be able to give materials for how to run this workshop)*
- c) a brief overview of importance of assessment and types of assessment (focusing on course-embedded assessment)*
- d) how to choose an assessment for one of their course slo's (as they are going to be a pilot group that does an assessment cycle in the spring quarter).*

Here are questions we have of you:

- a) will you be able to address with our attendees how they might address "resistance" from faculty?*

- b) We are working on a documentation form (as our curriculum system is not ready for us to put SLOs in course outline yet). We should be able to send that to you by end of the week for you to see. What is important to include in making sure we have some sort of documentation process.*
- c) Many committees have sub-committees that review course SLOs. Should we set one up? What would be their role and responsibility? And how is this committee different from and related to curriculum committee?*

- d) Since we know what courses attendees are working with, do we need to have some examples of outcomes from other colleges for those particular courses ready to share?*

- e) With writing SLO's, are you going to show us examples of bad slo's and how to rewrite them or just how to write good ones? And how do we address that once you write your SLOs you might have to rewrite/redo course outline? Or at this point, is it more important to have them write 1-3 outcomes, assess one of them, and then in the summer/fall, after they have done the assessment cycle, they can go back and redo/revise the actual course outline.*

- f) do you want me to send you some of the course outlines in advance?*

- g) At this point, even though we haven't had a campus-wide discussion, we want to do course-embedded assessment and have you address that with the attendees. This is based on the faculty feedback given so far.*

- h) Is there anything else you expect attendees to bring to the training? What about our SLO coordinators and our leadership team--what else should we be doing/bringing?*

March 10, 2009

Documentation of SLO DATA via the ECMS system

Andrew LaManque, Anne, Anu, Coleen and Jim attended

The content of the "DARE" document was discussed. It was decided that Brad Creamer would be the person most helpful in the area of ensuring that documentation of the process takes place. (Coleen will collect the data)

Anu will meet with him individually then a group meeting will be arranged for finals week.

For the workshop, it was decided to simplify the process by documenting hardcopies of SLO's that were created. Then return them.

The point persons will train their groups during the 4th week of the quarter and simultaneously have their groups discuss the validity of the SLO's they created. The group process will then be documented on the website (hopefully created by then) and assessments can be begin.

SLO March 16-20

Ann and Coleen worked on the follow-up email for the workshop on 3-11.

Coleen refined the DARE form now = SLOP, student learning outcomes process

Coleen attended the Dean's meeting (impromptu) and gave an overview of the SLO process and garnered their help in administering the SLO process. Christine Espinosa-Pieb suggested that the Dean's participate in a SLO training session—Jim believes they should be included in the SAO process.

The Deans duties will be to:

- set up a formal training session date(s) for their divisions in conjunction with the "division liaisons".
- provide support for faculty to obtain their course outlines of record
- help encourage faculty participation.

Jim, Anne, Coleen worked on SAO process and calendar.

Coleen worked on a template long term calendar for SLO assessment cycles.

Jim attended an AJCC SLO sponsored workshop at Merritt College on Friday 20

Final Draft of SLO follow-up to March 11 workshop was sent to all participants and Deans.

Note: we should have collected copies of rough drafts of SLO's at the workshop.

March 23-27

Jim and Coleen met for 2.5 hours.

Reviewed the Merritt Conference. The conference was intended for institutional researchers and SLO reps. He brought back the following concepts:

"The Colleges in the West are having a very difficult time coming into compliance with the AJCC for several reasons. There was an extensive debate about the inconsistency of accreditation visits and that there has not been a set of published standardized requirements regarding the formation of SLO's; vocabulary; nor standardized criteria for

assessment by accreditation teams (or accreditation team members have come up with differing interpretations of the process). Historically, school systems in the East have been using the SLO process for over 10 years. Colleges in the West are having difficulty because every college has been allowed to establish their own processes and curriculums. The Eastern Colleges have standardized curriculums so they created SLO's that are mandated and stored at the State level."

Jim brought back materials that included standardized vocabulary and definitions. He also noted that accreditation teams should be looking at the student learning objective process as being tightly linked to the program review process.

We decided to suggest the concept of annual program reviews with set criteria be added to our proposed longterm SLOP.

The SLO three-year coordinators' job description will be revised by Jim.

Jim will reconfirm with Anne and Anu the logistical processes underlying the upcoming SAO workshop.

Coleen will continue to work on the concept of a longterm SLO assessment cycle.

A suggested agenda for the 12:30 Thursday meeting will be created by Coleen.