De Anza College SLO Core Team Meeting Minutes

~~Anu Khann~~a, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: March 5, 2012

TOPIC	Purpose	LEADER	Discussion/Actions
ECMS -> TracDat	I/D/A	Mary	Bob Stockwell from Political Science has confirmed for Friday, Mar 9 Training session to be held in ATC 204 at 10:30 am.
Annual Report for ACCJC	I/D/A	Mary	Mary & Jim will complete their respective portions. The instructional data will mostly need to be what numbers are given out by the ECMS system. This will be low since we have been in a holding pattern until now in order to migrate over to data entry on TracDat.
ACCJC Recommendations: Evaluation Cycles	I/D	Mary, Jim, & Coleen	Document where there have been student learning improvements noted by faculty through the SLOAC process. Such statements were collected from faculty on Opening Day. Should be an Annual Report to the Academic Senate, IPBT, and Newsletter on the state of SLO Process. For this we need to also have a metric to evaluate the process itself. That is, our report should include evaluation of the process as well as a snapshot picture of the work faculty have completed and are in the process of doing. Survey of faculty was taken on Opening Day focusing on their perceptions of the SLO process and their needs in order to move forward. This has been tabulated.
Partners in Learning Conference	I/D	Toño	Toño's presentation "How would you teach differently if you did not have to assign grades?" was highly successful. It was taped and will be available for viewing.
Newsletter Articles	I/D/A	Toño, Mary	Toño will write an article summarizing his presentation at the Partners in Learning Conference. A link to the taping of the presentation will be embedded.

SLO Core Team Meeting Minutes:
Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

ATC 209 (Jim's Place) 12:30 – 1:20 pm

Date: March 12, 2012

TOPIC	Purpose	LEADER	Discussion/Action
APRU	I/D/A	All	Coleen has completed this year's APRU form and has sent it to the Deans and Department Chairs. Mary has completed most of the changes to TracDat. Coleen will present the plan at the Deans meeting on March 22. Anu will meet with Jim to test out if it is possible for the courses in the hybrid SSLO areas to complete the same form on Tracdat as being used by instructional departments..
TradDat Training	I/D/A	All	First training session with faculty at large was successful in spite of a glitch in the system login that day. Mary and Toño will set up a session with Department Chairs from the SSH Division. Tentative date and time is Thursday, March 22 from 3:30 – 4:30 pm. Anu will check for a time during the first or second week of Spring for a training session for IIS. Coleen will check for a time during the first or second week of Spring for a training session for PE coaches.
Newsletter Articles	I/D/A	Toño, Mary	Since it is difficult to layout the path that faculty need to take to reach Proficiency in the SLO process by 2012 when we will not know the ACCJC's definition until sometime after the week of March 19, the next Newsletter may be delayed until the first week of Spring 2012.

Request for Presentation to Deans	I/D/A	Anu	Rowena Tomaneng and Christina Espinosa-Pieb have requested that the SLO core team give an overview presentation on the SLO process. Thus the Deans will be better prepared to support their division's faculty in the effort to complete meaningful assessments of course level and program level outcomes. Two hours was given as the time to be allotted for such a presentation. Tentative dates were given as April 12 or April 19. Anu, Jim, and Coleen will be the presenters since both Mary and Toño teach classes during the Deans' meeting time. Anu will confirm the date. Toño will pull together slides and format the presentation.
Steering Committee Meeting	I/D	Anu	Agenda items will be agreed upon at our next meeting. Toño will write up the agenda.

Anu will find a meeting for a follow-up Steering Committee meeting in early May. We should have some outline of the report due ACCJC by that time. |
| Mini Grant | I/D | Coleen | Ideas were discussed for possible projects that could be awarded the mini grants. Suggested criteria are: (1) need is based on SLO and/or PLO assessments and the outcome can be measured in "closing the loop" on such an assessment; (2) the request should make possible an event/process/activity that is currently not being done on the campus. |

De Anza College SLO Core Team Meeting Minutes

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

ATC 209 (Jim's Place) 12:30 – 1:20 pm

Date: March 19, 2012

TOPIC	Purpose	LEADER	Discussion/Actions
ACCJC Annual Report	D/A	Mary, Jim	"All college programs" is considered to include instructional and student services. When mapping program level outcomes to ICCs the practice to break each ICC into multiple focused descriptive statements will continue since mappings will be more meaningful. It is acknowledged that this could make for more involved reporting on the assessment of ICCs. Mary will submit report to Marissa.

Steering Committee Agenda Items	I/D/A	All	Outline of Agenda
			I) Convocation
			   i) Critical thinking assessment
			   ii) Speaker (Carol Gittens cgittens@scu.edu) to explain what critical thinking looks like
			   iii) All faculty discussion of how participants assess critical thinking (Video portraying student with low critical thinking skills and ask the question "What part of interaction with you improves a student's critical thinking skills?") We will ask faculty present to submit ideas. Groups will be cross-departmental.
			   iv) Time and space for faculty to continue SLOAC and PLOAC work.
			II) Tracdat Training Plan
			   i) Department Chairs
			   ii) Liaisons

			iii) Remaining faculty III) Mini Grant i) Coleen will present drafts of possible grant request forms
Presentation to Deans	I/D/A	Coleen Anu	Tentative date: April 19, 10:30 am-12:30 pm. Discussion points: How Deans see themselves as improving the quality of SLO and PLO work; overview of process including the meaning of closing the loop; and how do they see themselves as supporting faculty to achieve proficiency.
TradDat Training	I/D/A	Toño, Coleen, Jim, Mary	SSH Division will be guests at training session on Thursday, Mar 22, 3:30 – 5:00 pm LCW 16.
Spring Quarter Meeting Times	I/D/A	All	Thursdays at 12:30.
Mini Grant Update	I/D/A	Coleen	(See Steering Committee Agenda Items)

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

ATC 209 (Jim's Place) 3:30 – 4:20 pm
Date: March 26, 2012

TOPIC	Purpose	LEADER	Notes
ACCJC Annual Report	D/A	Mary, Jim	Sent
NorCal Regional SLO Meeting	I/D/A	Coleen	Jim will attend NorCal Regional SLO Meeting on April 1. Registration/information at: http://www.asccc.org/events/2012/04/norcal-slo-assessment-meeting
Steering Committee Agenda Items	I/D/A	All	Toño had prepared a draft of agenda. This was revised.
APRU	I/D/A	All	Custom fields to accommodate the APRU will be added to Library, Athletics, Student Success Center, Linc, OSOD and AVPI in addition to each of the instructional assessment areas. Deans requested a place in TracDat to input their summary comments associated with Program Review.
TracDat Training	I/D/A	Toño, Coleen, Jim, Mary	During meetings aimed at explaining the Program Review Process to Deans and Department Chairs/Coordinators, Deans and Department Chairs/Coordinators will be trained to enter the APRU into TracDat. These meetings are scheduled for Thursday, April 12 and Friday, April 13. Second training aimed at the SSH Division is planned for Wednesday, April 18 from 3:30 – 5:00 pm.
Newsletter Articles	I/D/A	Toño, Mary	An article explaining the follow-up report due to the ACCJC in October and their site visit to follow the submission of the report will be included.
Mini Grant Update		Coleen	The goal is for these one-time monies to jump start the SLO process. Grants will be awarded based on needs evidenced through assessment of SLOs and/or PLOs.