



**STEERING COMMITTEE MEETING**

June 17, 2010 Student Services Conference Room 3:00 to 4:30pm

Attended: Christina Espinosa-Pieb, Marisa Spatafore, Anne Argyriou, Anu Khanna, Jim Haynes, Coleen Lee-Wheat, ~~Stacey Cook, Jackie Reza~~

**Time Period: Week of: June 17, 2010**

<b>Topic</b>	<b>Discussion</b>	<b>Action/Concern</b>
SSPBT Jim	Student Services Annual Update Form How will requests for resources be kept current? The list of “changes” on the Program Review Update forms should include whether a resource need has been met (so it is no longer needed). If the Annual Program Review Update only identifies new requests, should there be a “running” list kept by the IPBTs?	Final Draft was created. Coversheet describing the process and how to fill out the form will be distributed on June 17 by Jim Haynes.  Further discussion in the IPBTs should occur next year about this process.
ECMS Annual Update Report SSPBT Report  Jim, Anu	Data Collection for the Annual ACCJC update is due by the end of June. Evidence based data is being counted. Anu is approaching individual VTech coordinators and is finding that the reports that are produced to meet the standards for external agencies match De Anza’s SLO criteria. Jim is collecting SSLO data via the Annual Program Review Update (APRU) form. SLO data for classroom assessment is being collected via the ECMS system. We have already noted some discrepancies in the data that instructors have reported vs the ECMS data. This may be due to the fact that there was not a training or coversheet of how to fill out the APRU form by all Deans to their Department Chairs.	Evidence will be forwarded by Jim and Anu to Marisa.
Retreats Coleen, Anu	A proposal in the June 17 SLO Steering Committee meeting was made. Outcomes: to R and E 09-10, review performance of SLO Coordinators, plan facilitation of program level assessment. The perspective of every SLO Steering Committee Meeting member is needed. We need to be able to devote undivided time to achieve our outcomes. The lack of Steering Committee leadership this past year created several difficult situations.	Coleen will send out a “Doodle” survey to determine the best date for the retreat. It is hoped that this meeting can occur in early July so that subsequent planning – for Opening Days can occur.
Title III Anu	Title III grant may be able to assist in SLO assessment of developmental level courses. Lydia and Jackie are creating a job description for a staff position in the Staff Development office. Part of that position could be used to help implement SLO processes for developmental courses. If this staff position comes to fruition the Staff and Professional Development Office will be able to rely more upon Mary Kay Englen for help with the SLO project.	Informational
TWRT Student Project	ECMS manual was revised, ECMS-SLO subsystem instructions and video tutorial was created, SLO website was rebuilt.	Excellent work should be displayed at Opening Days.

<p>FA Executive Council declaration Jim</p>	<p>The FA Executive Council declared that they would not support a mandate that SLOs are to be incorporated into course syllabi. This was a complete surprise to the De Anza SLO team and had brought to a head the possibility that meeting accreditation guidelines relative to SLOs was going to be impossible. Christina remarked that the FA had talked to her and had told her that they had already talked to the SLO team before the announcement was made. Christina also emphasized that the college will never mandate but ask faculty to participate. Some time during our retreat must be devoted to how the college will encourage participation SLOs. Coleen requested a Spring Flex day. Many faculty members are finding that they need time to actually perform the SLO work after meeting with their peers. Christina said negotiations occurred this year and the calendar is set for three years. Jim noted that faculty can pool their flex days and if they follow the contract and report their plan one week before their meeting, they can cancel classes. All effort to avoid cancelling classes would be recommended.</p>	<p>A positive plan of attack is to develop the SLO news letter. We need to work on the newsletter to advertise the work that is occurring in the classroom. There are already departments that are incorporating SLOs on the syllabi. The Business Department will be posting their program SLOs in their classrooms.</p> <p>Develop a way to let instructors know how to incorporate the “pooling of flex days” will be included in the summer retreat.</p>
<p>Program SLOs in College Catalogue Anu</p>	<p>Curriculum Committee has seen the NAPA catalogue. It is hoped that they will be able to help the division’s envision program level SLOs and ensure that the Program Level SLOs will be available for consideration and input into the Catalog next Feb. 2011</p>	<p>Anu will continue to work with the Curriculum Committee Fall, 2010.</p>