



SLO Core Team Meeting Minutes

~~Veronica Avila, Randy Bryant, Anu Khanna,~~ Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske

**Wednesday, May 7, 2014, PE 610; 1:30 – 2:20 pm30**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
April Minutes	D/A	Mary, Toño	April Minutes were approved.
Planning Agenda	D/A	All	Evidence of progress for each of the ongoing planning agendas was discussed. Mary will update the document.
Convocation	I/D/A	All	<p>Report out Six adjunct faculty members applied for \$100 stipend for the day of the Convocation. For each, a form requesting additional pay and their completed Appendix H were submitted for processing.</p> <p>While the post-Convocation survey was completed by only 18% of the participants, many of the responses were enlightening. It is evident that the Department Chairs feel a need for more guidance on completing the Program Review. For 2015-16 it is suggested that workshops be held in Winter 2016. During Reflection year of 2014-15 Coleen suggested that a set of questions be prepared so that departments focus on aligning their SLO and Program Level Outcomes to their resource needs. To accomplish this 1) outcome statements might need updating and 2) the “enhancement” part of the assessment process needs to be emphasized.</p> <p>Thank you notes to Vintage Singers, Cynthia Kaufman, Veronica Neal, and Mayra Cruz for their presentations at the Convocation.</p>
SLO Steering Committee Meeting			Spring meeting with the Steering Committee is set for Friday, June 27 from 11:00 am – 12:30 pm.
Academic Senate +	I/D/A	All	SLO Instructional Coordinators along with Mallory will be giving a

ICC			presentation for the Academic Senate on Monday, May 19. The purpose of the presentation will be to give examples of assessing the proposed new ICC and contrasting such assessment possibilities with the current ICC. Main point will be to differentiate between assessing “Awareness” vs “Capacity”. Assessments will be framed upon classroom scenarios and campus-wide events.
Next Year’s Plan	I/D	All	The following points were enumerated as the plan for the year of reflection is being formalized: Given: The work must be perceived as meaningful. How do we encourage people to set up an SLO linked to a PLO and align with equity? Amy suggested having people discern the resources they intuitively know are needed relative to resources the program has and work backwards. What types of examples can we design to help people set this up? Perhaps we can bring back the project that Coleen set up several years ago?
CPR & Assessments	I	Mary	The following faculty & staff availed themselves of SLO Office hours during the week of April 30 through May 7: Diana Martinez (Environmental Studies), Alicia De Toro (Environmental Studies), Steve Howland (ESL), Vernon Gallegos (Dance), Teddy Stevens (Health Services). Several department coordinators and Deans requested assistance with CPR via email.



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**Wednesday, May 14, 2014, PE 610; 1:30 – 2:20 pm30**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Academic Senate + ICC	I/D/A	All	Talking points were discussed for Monday, May 19 <sup>th</sup> presentation to the Academic Senate. Purpose is to demonstrate the ability to assess ICC in proposed new forms as well as current statement. Explicitly the words “awareness” versus “capacity” in the light of assessing the ICC will be explored.
Planning Agenda	I	Mary	Mary will complete by meeting of May 21
Convocation	I/D/A	All	Report out on attendance: Overall 94 participants with the following numbers for breakout session: I:Equity 17 I:CT 38 I:Dept Chairs 18 I:SSLO/AUO 4 II: Equity 24 II: Prov 12 II:PT 15 II: Alt Assessments 8
SLO Steering Committee Meeting			Spring 2014 Steering Committee meeting is scheduled for Friday, June 27 from 11:00 am – 12:30 pm. Christina has accepted; Rowena has declined.
Next Year’s Plan	I/D/A	All	Mary & Toño discussed the collection of assessment data for Critical Thinking. Implementation for the collection of Critical Thinking Assessment Data will be readied by Steering Committee meeting.
Opening Day	D	All	Possible speaker: David Marshall ( <a href="mailto:dmarshall@csusb.edu">dmarshall@csusb.edu</a> ) from CSU

			<p>San Bernardino. Dr. Marshall presented at ACCJC's regional workshop at Ohlone College Friday, April 11, 2014. Coleen and Mary, who were in attendance, appreciated his view that assessment can and should be 100% focused on improving student learning while fulfilling the Student Learning Outcome requirements. His view of creating program level outcomes in a manner that led to meaningful assessments was also insightful. More information concerning his work and views may be found at: <a href="http://tuningusa.org/ContactUs/DavidMarshall.aspx">http://tuningusa.org/ContactUs/DavidMarshall.aspx</a> .</p>
SLO Office Hours	I	Mary	<p>George Krestas, Math (12:30 Wednesday, 5/14); Gloria Heistein &amp; Webb Hamilton, Cross Cultural partners program, electronic discussion concerning PLO assessments</p>



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**Wednesday, May 21, 2014, PE 610; 1:30 – 2:20 pm30**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Academic Senate + ICC	I/D/A	All	<p>Toño’s presentation concerning the wording on the ICC for the Mission statement was praised for imparting the needed background information upon which to make a decision concerning the rewording of the ICC. Faculty commented that the viewpoint from the assessment perspective was now clear.</p> <p>SLO Core team is slated to present the end of the year SLO summary at the June 9<sup>th</sup> Academic Senate meeting. Among the topics to be discussed are the updated honor roll, “race from behind” presentations, critical thinking assessment, new faces on the SLO Core team, archiving old SLO/PLO statements, and an overview of SLO process during the year of reflection 2014-15.</p>
Planning Agenda	D/A	Mary	The agenda items relating to SLO work have been completed and the document was forwarded to Institutional Researcher M. Newell
SLO Steering Committee Meeting	D/A	Toño	<p>The meeting is scheduled for Friday, June 27, 11:00 am – 12:30 pm. Toño will prepare the draft agenda and the SLO Core Team will review at the SLO Core Team meeting of June 18.</p> <p>Mary will communicate with Rowena concerning paperwork to add Veronica Avila to the team as Coordinator for Student Services Learning Outcomes (SSLO) and Administrative Unit Outcomes (AUO).</p>
Planning & Budget Teams	I/D/A	Coleen	IPBT: It is of utmost importance that the connection between assessment and allocation of resources is in place and transparent.

			<p>The program review is the best way for this connection to take place. Suggestion for question: What do your SLO/PLO assessment results reveal about resources needed to achieve higher student success/retention?</p> <p>SSPBT: In regards to program review, encourage the SSPBT to follow a systematic form similar to the form used by IPBT so that the information can be stored in TracDat.</p>
Next Year's Plan	I/D	All	<p>1) Since majority of departments/program areas did not reach 100% this needs to be achieved during the year of reflection.</p> <p>2) The issue of archiving SLO and PLO statements and adding new statements needs to be spelled out clearly and the information presented multiple times in multiple venues.</p>
Newsletter	I/D/A	All	<p>Possible articles:</p> <ul style="list-style-type: none"> <li>• 2014 Convocation highlights with pictures</li> <li>• Summary of Toño's presentation "SLO Assessments Reveal Provocative Findings"</li> <li>• Technical Corner – No! Don't Press "Delete"!!!!</li> </ul>
Opening Days	D	All	<p>Equity is to be the focus for 2014-15 Opening Days activities. There is an opportunity for us to present a workshop during the District opening day.</p>



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**Wednesday, May 28, 2014, PE 610; 1:30 – 2:20 pm30**

TOPIC	Purpose	LEADER	Notes
Academic Senate	I/D/A	All	The draft of the presentation to the Academic Senate scheduled for June 9 <sup>th</sup> was discussed and updated.
Newsletter	I/D/A	All	Revisions were made to the draft of the next edition of the SLO Newsletter to be released on June 9 <sup>th</sup> .
Opening Day	D	All	SLO Core Team will request to hold a workshop for De Anza faculty on District Opening Day. The workshop would be advertized as aimed at De Anza College faculty and staff. It would afford an opportunity to review SLO process; introduce liaisons, and showcase the SLO process activity slated for the year of reflection 2014-15.
Faculty / Liaison Activity	I	All	<ul style="list-style-type: none"> <li>• Meghan Kensler IIS Division adjunct faculty member has volunteered to be SLO Liaison for IIS Division. Mallory will check with Christina to persuade IIS Division to find a full-time faculty member to commit to taking on the roll of SLO Liaison.</li> <li>• Adjunct faculty member Sherwin Mendoza will complete assessment for ICS/ELIT 24 via the SLOAC worksheet.</li> <li>• Gloria Heistein and Webb Hamilton with the assistance of M. Pape have updated Program Level Outcome statements and completed the assessment of their three PLO statements.</li> <li>• Tazumi Scearce (IIS/Japanese) made use of SLO Office hour to rework and assess program level outcome statements.</li> </ul>