De Anza College
SLO Coordinator Retreat--Meeting Minutes
July 27, 2009, 2-8pm, Khanna's house
Attendees: Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Anne Argyriou

I. *Review of July 20, 2009 Sr Staff Meeting*
Attended by: President Brian Murphy, Christina Espinosa Pieb, Leitha Jean Pierre, Donna
    Jones-Dulin, Andrew LaManque, Anne Argyriou, Jim Haynes

Jim and Anne reported that due to tardiness of the meeting start, the two main points agreed
    upon by President Murphy was:
1) The agenda Opening Day at De Anza will be largely devoted to SLO's and this committee's
    design after his presentation from 9 to 10:30am.
2) President M. wanted a return visit with a SLO 101 presentation and a revelation of what the
    Administrators need to do to endorse the process.

II *Review of July 20, 2009 District Opening Day planning meeting* that was mandated by
    FHDA Chancellor. Attendees: 2 Academic Senate Presidents, 2 VPI's of Instruction
    each representing De Anza or Foothill Colleges respectively.

Anne reported that District Day will largely center on Accreditation. There will be a theme of
    Accreditation 101. There will be a no host lunch followed by a reassembly of all
    employees at their respective colleges in the afternoon to carry out division business
    (not SLO work).

    Discussion: It was noted that SLO Coordinators should attend a Dean's meeting in the
    near future to inform them of their charge for Opening Day as well as the upcoming
    year.

III. *Creation of a* *Powerpoint* *(link for Andrew to the doc) for Monday's, July 27, 2009, Sr Staff
    Meeting*. We decided to build off of the Powerpoint presentation from Marcie Craig,
    Cabrillo. The main points were:
  i. Definitions
 ii. Why
iii. Types of Outcomes and Assessments
iv. What we have done so far
 v. What's next—a list of what needs to be done 09-10

    Main theme asking the Sr Staff to help us endorse the validity of this project and move the
    it toward institutionalization by creating an outcomes-based program review cycle that is
    embedded within the already existing decision making cycles of the college.

Thus: relative to institutional goals we need to do:

Create a regular committee meeting schedule for the "SLO Steering Group"—group should consist of : One administrator, Accreditation officer, Institutional Researcher, Senate President, Curriculum Coordinator, Staff Development Officer, SLO/SAO Coordinator(s).—*July 28, 2009*

Plan an assessment workshop for the creation of "assessment liaisons".—*August, 4, 2009*

Create space for dialogue so faculty and staff can work 2009-10 year.
Opening Day, and a *minimum of three other meetings as per Dean's/liaisons*: **1) teach assessment; 2) implement assessment; 3) reflect and enhance sessions.**

Create a PGA certificate of participation—make accessible on SLO website, make an announcement through Dean's and current liaisons.—*August 4, 2009--Coleen*

Create a De Anza Assessment handbook—workbook to (self) teaching assessment— ask Marcie Craig just how much of her work can we use?—*conference call July 28, 2009 (Anu will arrange the meeting)*

Create a reference library of assessment tools work with Staff Development Office. Anu will follow up with Orange Coast (July 2009) and secure website address –earnest start on library in progress--*Fall Quarter, 2009*

Investigate AUO assessment cycle models--Jim

Create and implement a program review update form and calendar that matches current decision making calendars *complete by mid February 2010*.

Continue refining the overall program assessment cycle calendar—Steering Committee task—ongoing

Determine format for organizing SLO assessment data collection. <u>Review the current SLOP form, will it collect enough pertinent data?</u>

> *Questions for Conference call with Marcie*:
> o **What will the accreditation team look for that = acceptable progress"**
> o **# of SLO's created?**
> o **# of assessments done?**
> o **What constitutes the completion of an assessment cycle for a course?**
> o **How did you create a course assessment cycle calendar for the institution?**—*July 28, Conference call with M.Alcraig*

> **Research the "worksheet" from Skyline-- College organization of course and assessment reporting of assessment cycle plans and results.**

IV. *Theme for DA Opening Day*
Kick off, Setting the tone for the year—Our college-wide vision and purpose is to create a sustainable, continuous on-going enhancement of student learning and teaching as a foundation to everything we do.

V. *Designed a **rough template** for De Anza Opening Day*

1. College Business -- Dr. Murphy etc   9-1030am

2. SLO/SAO 101   1045 to 1050am
    quizzes plus prizes?
    Jeopardy--
    FUN—"one way or another . . . " songs—maybe a way to introduce each of us.
    Clicker surveys
3. Vision and Goals for this year—SLO/SAO   1050 -1115am
    Present an updated timeline and what we have accomplished
4. Intro to Assessment   1115 to 1145am
    a. Value of assessment
    b. Easy
    c. Share experiences
        i. Liaisons
        ii. Financial aid, BSI . . .
    d. emphasize that this is the area where students need to be folded into the process, suggest sharing rubrics, inserting outcomes into course syllabus , , ,

5. Choices for this afternoon   1145 to noon
Emphasize that this is your day. We rarely have the opportunity to meet as a group to dialogue about what means the most to all of us—serving our clients, our students. Use this afternoon to complete as many of the suggested activities as possible. Get to know one another and appreciate each other in this shared task.

    A. "Possible to do activities for the afternoon division/service areas"
        1. Faculty--Write SLO's and document by December 30, 2009
            Staff--SAO finish creating one assessment cycle plan/calendar and document. Implement between now and mid April, 2010 at the latest.
        2. Convene and discuss existing SLO's and decide which of the many written SLO's represent a group consensus;
        3. Faculty/Staff need to create a calendar for completing an assessment cycle this year
    B. Participate in a group lesson on assessment—*online powerpoint*?
    C. Recruitment announcement – looking for pilot liaisons for teaching classroom SLO assessment practices. Date:_____ for the training.

6. Conclusion
 Message to send them on their way. . . make sure that the Dean's "mandate" enforce/encourage participation from part time and full-time faculty/service area managers *encourage their staff to attend in* **advance of opening day**.

Repeat: Emphasize that this is your day. We rarely have the opportunity to meet as a group to dialogue about what means the most to all of us—serving our clients, our students. Use this afternoon to complete as many of the suggested activities as possible. Get to know one another and appreciate each other in this shared task.

Thus, relative to Opening Day we need to:

- **Create a set of rubrics for Deans to use per each possible activity for DA Opening Day Activities.**

- **Ask Dean's/Managers if they would like one of us to attend their Division workshop to continue the writing of SLO's—goal to finish 100% Fall Quarter, 2009—Ask now, then we can see if we should just offer a workshops**

- **Create a calendar template/ standard format for Dean's/Managers to assist faculty in creating the 2009-10 assessment cycle plan—online and hardcopy— hand out at Dean's meeting—*week prior to opening day?***
  i.e. determine meeting dates to complete writing SLO's;
  - **determine meeting date(s) to learn how to create and assessment tool between *October 1 and November 27;***
  - **Determine a process for or choose the courses that a department or set of instructors will assess, record that timeline, assessments can take place between *September 2009 to end of Winter Quarter, 2010;***
  - **Determine meeting dates to reflect upon that data collected during Spring Quarter and create:**
    i.a list of program review update recommendations,
    ii.*.DISCUSSION ITEM NEW IDEA.   a list of personal to do's to improve your instruction, summarize it and *keep a log of your plans*– volunteers will be requested to share their work with accreditation visitation team members or possibly input onto the college's SLO website for peers to learn from.* (We will need to have examples of work completed for the accreditation team).
    - o **Make sure the Dean's know that this work must be reported back to outcomes email.**

- **Create a SLO outcomes list of courses that have multiple SLO's (written by a number of individuals). -- by end of August, 2009 well in advance of Dean's meeting--Coleen**
  - o **Review current collection of SLO's, and ensure that the tally matches hard copy.—by end of August, 2009 well in advance of Dean's meeting— Coleen**

  - o **Create instructions for outcomes group that they need to discuss and come to a consensus about which SLO that represents their courses. Make sure that a group leader is chosen and that person reports out to the SLO outcomes address.**

- **Create a manual, training session for the new ECMS system—during test flight we might see if we can add the "template for the personal log".**

- **Create an announcement list for opening day: overview of activities, ECMS training dates, Assessment workshop for Division Liaisons, how to access slo website and forms available there**
- **Investigate accessing clickers*. (Anne, July 27, 2009)***
    - **Create clicker survey questions. Determine how to collect data (if necessary)**
    - **Research large group icebreakers—Anne**
- **Recruit faculty and staff presenters who will share their work—*July 27, 2009***
- **Create an "end of Division workshop day questionnaire"—what else can we do to help you? Make sure there is a name, phone, email address is on the form. Could be a Dean's or liaison's responsibility to report out to outcomes email or via hardcopy to Coleen's mailbox.**