De Anza College
SLO Steering Committee Meeting
3:00-5:15pm Thursday, October 1, 2009

Attended: Andrew LaManque, Anu Khanna, Anne Argyriou, Marisa Spatafore, Jackie
Reza, Jim Haynes, Coleen Lee-Wheat

I.   ECMS update
        Bradley Creamer gave a 45 minute demonstration of the new SLO ECMS v6.6 –
        phase one SLO recording document. A few minor edits were suggested.

II.   Accreditation Follow-up Report
        Minor edits were discussed to improve the accuracy of the document. The tally of
        the exact number of courses with outcomes was urgently requested by Andrew.
        Coleen will provide the information to the best of her ability. Andrew will send
        out a memo to the Dean's requesting their most updated information.

III.   Incorporation of Jackie Reza into the SLOP
        Jim Haynes reemphasized that the re-opening of the Office of Staff Development
        position was supported because the intention was to provide faculty and staff with
        a physical home/library and a permanent resource for writing outcomes
        statements, and creating assessments. With that said we discussed the problem of
        assisting the faculty and staff in the creation of assessment tools. How do we get
        a large number of resource persons? Coleen noted that a large percentage of the
        faculty did not start working on the "Assessment Task" on Friday September 18,
        Opening Days because they were overwhelmed and felt they needed more
        guidance—information from surveying the Senate on Monday, Sept.28, 2009.
        Anu Khanna remarked that the SLO committee had discussed the nature of the
        Division Liaison project that we used last year. If applied it might not work
        because there does not appear to be a "defined end" of service. Perhaps a
        resource person for each area could be trained with rotating terms of service.
        Jackie Reza noted that in the past the Senate awarded points of professional
        growth awards for volunteer hours for serving on committees and in leadership
        roles. Jim Haynes and Jackie had personally shared the "headache" of tracking
        the hours for all the participants. We all agreed that seeking models for teaching
        assessment might be found during the upcoming Student Learning conference in
        San Francisco on October 9 to 12, 2009.
        Questions for conference:
        • is the assessment cycle attached to curriculum review, if so how?
        • How did you get a pool for "resource people" for assessment?
        • How are you keeping the ball rolling?
        • How are you maintaining interest?
        • How large are other colleges and how are colleges comparable to our size
           managing program review?

Another possibility is to request information of the State Academic Senate through their list serve or direct questions to the State Academic Senate curriculum committee.

Tapping into experts who work on campus Trudy Hunter, EOPS, Lisa Markus, Barbara Illowski, Jeff Schinski, the new Institutional Researcher and seeking the possibility of a budget for faculty and staff was discussed—perhaps tapping into BSI funds to provide stipends . . . Points towards an overload class. We need to discuss incentive possibilities with Christina.

IV.   Newsletter

A regular communication via the net with an attractive header created by Marisa's team with bulleted information could be a tool that will "get the SLO information out"--Meeting minutes, highlights of work being done, questions that help to keep people on track, specific bullets for specific groups, deans, staff, faculty, college services. etc

V. Update count on SAO.

- 10 areas report having written 24 SAO statements
- 6 areas are in the process of writing SAO statements
- 2 areas have completed an entire SAO cycle and will use information on their next Program Review
- 1 area has conducted an assessment of their SAO statement
- 1 area has conducted an assessment but has not recorded a SAO statement

- 101 people representing 30 service areas signed in at the Sept. 18, 2009 SAO workshop