De Anza College

SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape
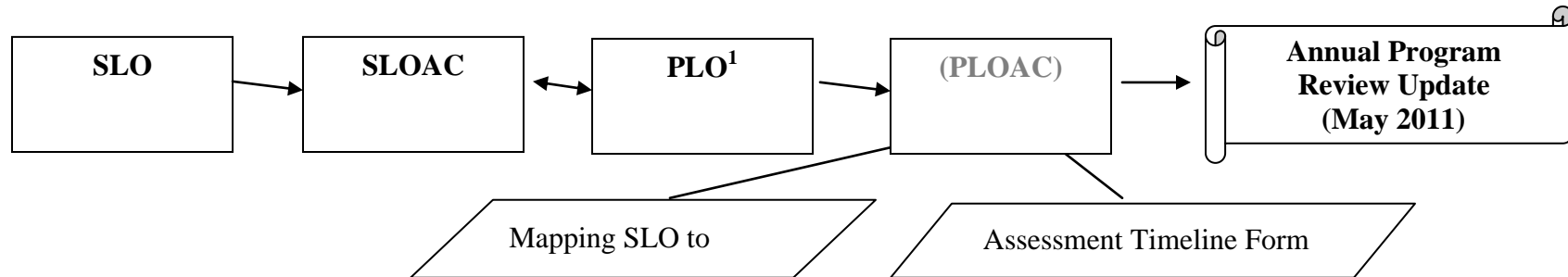
Date: February 2, 2011

Topic	Discussion	Action/Concern
ECMS	Bradley Creamer presented the new view for faculty, possibilities for the "Archive" button, and reporting of certain courses that do not fit the pattern.	Nursing courses will be reported as one. Toño and Mary will decide the wording on the button. Mary will update the ECMS SLO manual to coincide with the view updates for faculty.
SLO Website	Inclusion of website for SSLO and AUO was discussed. The desire for drop down menu in left frame was discussed.	Toño will present a mock up of what the site should look like.
Convocation Day	General outline of focus was discussed (see attachment below). Two workshops will be held for liaisons and department chairs. March 9, 11, and 16 were given as possible dates.	Toño and Mary will choose dates, rooms and send out e-mails. Mary will present upcoming workshop and convocation day at Dean's meeting.
SSLO/AUO Workshop	Very successful with 41 people in attendance. Only difficulty was that participants were at different places in the SLO process.	

"We're Meeting You Where You Are"

Student Learning Outcome Process Convocation/Flex Day
April 15, 2011

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│   SLO   │──▶│  SLOAC  │◀─▶│  PLO¹   │──▶│ (PLOAC) │──▶│ Annual Program   │
└─────────┘   └─────────┘   └─────────┘   └─────────┘   │ Review Update    │
                                                         │ (May 2011)       │
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                        ╱ Mapping SLO to ╱      ╱ Assessment Timeline Form ╱
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[1] Each department has identified Program Learning Outcome statements that they will use to map to the ICCs and/or Strategic Initiatives. Outcome statements for Certificates/Degrees are due in their final form on February 23, 2011 for inclusion in 2011-2012 College Catalog.

Hypothesis: Each department is in a different place in the SLO process.

There needs to be a workshop for liaisons and department chairs to assist them in facilitating the activities for their department/division on April 15.

Some questions to be answered:
How does what was learned from several SLOACs and in developing the PLOs inform the need for resources process? How can this information be looked at holistically?

De Anza College SLO Team Meeting:

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Date: February 9, 2011

Topic	Discussion	Action/Concern
Program Review	Discussed wording of section III =& V where there is a direct tie to SLOACs and PLO Assessment mapping and timeline.	Coleen will make changes and submit to team for review.
Convocation	Outline of day was discussed.	Mary will have outline in rough format for discussion at next meeting.
Workshop for liaisons and department chairs	General outline was discussed: 50% will be directed toward the annual program review update.	Toño will have outline in rough format for discussion at next meeting.
ECMS	Reports from ECMS show many courses without SLOs. Concern was expressed as to how cross-listed courses and other anomalies were being handled.	Mary will contact Bradley through Anu about this.
SLO Website	Tabled until next meeting.	
Newsletter #2	Second issue should be out by early March.	Toño will craft article using input on the visibility of SLOs in Michael Gough's classes and his department's classes. Coleen will pen an article explaining the Annual Program Review update as it relates to the SLO process.

DeAnza College SLO Team Meeting:

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Date: February 16, 2011

Topic	Discussion	Action/Concern
SSLO	Jim presented the draft of the SSPBT Annual Program Review Update which explicitly ties the SSLOAC and PLO to the program review. Flowchart for Student Learning Outcomes was augmented to describe Student Services Learning Outcomes Process	
Convocation	Discussed impact of budget anxiety on Convocation Day. Needs: food money perhaps for breakfast and lunch. Rooms will need to be assigned for departmental work. Participants will need to sign up by April 7.	Mary will design an outline with and without Division meeting to discuss budget strategies.
Workshop for liaisons and department chairs	Ways to mitigate budget anxiety were discussed. Important to validate concerns (write on board) and immediately bring attention back to SLO Process. That is, "acknowledge what we cannot control and control what we can" needs to be everyone's mindset. Toño presented the first draft of workshop outline. Logistics: rooms food.	Jackie will be there for the March 16. Toño will update outline to help mitigate budget concerns.
ECMS	Reports of one division presented.	More will be readied to present to SLO Steering Committee.
Newsletter #2	In progress	

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Date: February 23, 2011

Topic	Discussion	Action/Concern
Curriculum Committee	Anu presented Liberal Arts wording for PLO to describe the learning outcome expected on any of the areas of emphasis that students may choose. The situation of cross-listed courses will be handled by making sure that the parent or master course houses the SLOACs and the child courses show this SLOAC information in read only format.	Mi Chang will work with Anu checking that the cross-listed courses show correctly on the ECMS website.
ARUP	Discussed that the mantra is "We will be making decisions for reduction of programs. The Annual Program Review Update will inform this decision process. The mock document needs PLOs.	Mary will send some from Santa Rosa CC.
ECMS		Mary will send Manual and Quick Guide as updated to Mi Chang and as PDF files to Melissa for posting on the SLO website. Bradley will be informed that we would like to go live with changes (keeping old button "SLOAC Finished! Convert to READ ONLY"
Newsletter #2	Articles were requested by March 4.	Coleen will have article concerning SLOAC process and APRU. Toño will send article on Mike Gough for Applause Please.
Convocation	Waiting the hear feedback from Senior Staff concerning division meeting.	
Workshop for liaisons and	Need to emphasize that there are errors and	Mary will begin sending ECMS reports to Division Deans.

department chairs		
SLO Website	SSLO and AUO will be added in the future.	