De Anza College
Notes December 14, 2011

Purpose: SLO Steering Committee Meeting   Location: SCS Conference Room   Time: 2:00 - 4:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
Overview of SLO committee achievements	I	Pape/Ramirez	• Key achievements of the SLO committee's work leading up to the October 2011 accreditation visit were highlighted, including: • Campus awareness of SLOs • Convocation • From ECMS to TracDat	
Identification of remaining goals for ACCJC "proficiency" in SLO assessment	D/I	Ramirez	• Goals are currently speculative as we await the official recommendations from the accreditation team. We expect, however, that they will include the following: a) Increased SLOAC/PLOAC completion b) Institutional assessment (ICC-AC) c) More transparent integration of outcomes assessment into planning and budgeting d) Address ACCJC requirement that outcomes assessment be included in faculty evaluation, and included on course syllabi	

Strategy for meeting speculative proficiency goals	D/A	All	Strategies (corresponding to goals identified above) will include:
			
			a. Campus-wide implementation of TracDat by the end of spring 2012
			b. A two-fold approach involving institutional research survey tool and annual convocations
			   i. Each year's convocation will focus on a specific institutional outcome (ICC), and will feature dialogue among faculty and staff about data relevant to that outcome gathered from the research survey tool
			c. Addressing this goal will involve a multifaceted approach, including
			   i. A simplified integration of outcomes work into the APRU process, possibly via TracDat
			   ii. Administrative integrity in holding programs to their obligations with respect to tying resource requests to outcomes assessment
			   iii. Emphasizing the completion of PLOAC work by placing first SLOAC priority on those courses most directly relevant to PLOs.
			d. There is little that the SLO committee can currently do to address this goal. Resolving this will require work with FA (see agenda item 5).	

| Proposed timeline for winter 2012 | D/A | Pape/Ramirez | i. TracDat: Input SSLO/AUO data
    1. SLO statements (i.e. 'phase 1') can purportedly be transferred *en masse* directly to TracDat from ECMS.
    2. Phase 2 and phase 3 info cannot be transferred in this way. The SLO committee, with the help of a student assistant, will 'manually' transfer the data from ECMS into TracDat. While time-intensive, this will ensure that data will be available to all users when TracDat is officially 'unveiled', which could greatly facilitate the acceptance of the new system
ii. TracDat: Refine setup of user interface based on liaison feedback
iii. TracDat: Complete and test 'training module' within the system to facilitate broad integration in the spring
iv. TracDat: Refine and publish user manual
v. ICC assessment: Implement a research tool to gather data for convocation dialogue
    1. Committee representative will approach the academic senate in the winter quarter to propose that we assess the "Critical Thinking" ICC this year.
    2. We will ask senators to contact their departments to gather suggestions for direct-assessment methods, with the aim of facilitating campus-wide dialogue during the April 2012 faculty convocation.
    3. We will simultaneously employ an *indirect* assessment via upcoming IR survey (data available after convocation)
vi. Event Prep: Prepare for spring convocation
vii. Public event: The committee will propose a workshop for the teaching and learning conference focusing on the following question: "How would you change your course if you didn't have to award grades?" | |

Proposed timeline for spring 2012	D/A	Pape/Ramirez		i. TracDat: Hold limited training sessions in the first week to build a team of competent users for the 'grand unveiling' at the convocation
				ii. Liaisons: Meet with liaison team within the first two weeks to coordinate their roles at the convocation
				iii. Campus Event: SLO Convocation **April 27**
				    1. Outcomes for the convocation:
				        a. Campus-wide dialogue about "Critical Thinking" ICC research data
				        b. Departmental dialogue about this year's SLO/PLO work
				        c. Introduce TracDat
				            i. Logistics of assessment (i.e. TracDat) are treated as 'lower priority' than dialogue because it is crucial that the convocation be presented as an *opportunity* rather than a *requirement*
				iv. Program Review: Facilitate SLO component of APRU submissions	

Proposed timeline for summer 2012	D/A	Pape/Ramirez		i. TracDat: Thorough test of system based on data entered in the spring quarter ii. TracDat: Generate first reports at program and institutional levels iii. Planning: Prepare evidence for fall report to the ACCJC follow-up team re: proficiency	

Proposed timeline for fall 2012	D/A	Pape/Ramirez		i. Campus event: Present SLO 'state of the union' at opening day
				ii. Liaisons: Recruit new liaisons
				iii. ICC assessment: Plan 2012-13 ICC assessment
				  2. Determine this year's ICC to be assessed
				  3. Develop research tool to gather data for spring convocation
				iv. TracDat: Follow-up training
				  4. The SLO committee may meet with Foothill's coordinators during this time for our second training session with Nuventive, the developers of TracDat. This training session will likely focus on the 'reports' functionality of the system, as well as strategies for integrating program review into TracDat.
				  5. As some faculty and staff will very likely have missed the spring convocation, we will hold targeted training sessions to bring them up to speed in the new system.
				v. Publications: the SLO newsletter (or some more appropriate forum) may be used to produce public evidence of the role of 2011-12 outcomes assessment in institutional decision-making	

Proposed timeline for winter 2013	D/A	Pape/Ramirez	i.Event prep: Prepare for spring convocation ii.Leadership change: Focus on the setup of the next phase in SLO leadership, to facilitate transfer to a new model at the end of the academic year	
Budget requests	D/A	Pape/Ramirez	• Funding for current SLO leadership structure will be maintained through the spring 2013. • Funds will be available to send SLO representatives to the February 2012 ACCJC accreditation institute. • Faculty liaisons—compensation for adjunct liaisons • The committee recommends that financial compensation be made available to adjunct liaisons, and that this come from the budgets of those divisions who rely on adjunct liaisons. 2. Office of Outcomes and Assessment • The proposal, originally submitted in October, was revisited and discussed. The core team feels that this is the best way to ensured a sustainable assessment system at De Anza. Funding is currently unavailable, but the proposal will be revisited again in the future.	
FA and faculty evaluation	D/A	All	C. Espinosa-Pieb will raise this issue at an upcoming FA negotiation meeting.	
Schedule next steering committee meeting	I/D/A	All	The committee will meet again toward the end of the winter 2012 quarter	

A = Action | D = Discussion | I = Info | Online = http://www.deanza.edu/gov/IPBT/

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
Christina Espinosa-Pieb, VPI - absent Stacey Cook, VPSS Marisa Spatafore, Marketing Rowena Tomaneng, AVPI Mallory Newell, IR	Mary Pape, SLO Coordinator Tono Ramirez, SLO Coordinator Jim Haynes, SSLO Coordinator	Anu Khanna, Curriculum Co-Chair Jackie Reza, Staff and Organizational Development Coleen Lee-Wheat, Academic Senate VP	Gregory Anderson, Academic Senate President Rich Hansen, FA - absent Lois Jenkins, Classified Senate President-absent