



SLO Core Team Meeting Minutes:

Randy Bryant, Jim Haynes, Anu Khanna, Coleen Lee-Wheat, Mary Pape, Toño Ramirez

At PE 610 3:00-4:00 pm

**Date: August 1, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Discussion/Actions</b>
ACCJC	D	All	Preliminary responses will be discussed August 8.
Master Plan Update (Summer 2012)	D	All	Preliminary responses will be adopted from ACCJC report. Final responses to be ready by August 15.
Opening Day	I/D/A	Mary	Answered Amy Leonard's questions posed by the LA Division. We will use these for the Fall Newsletter as FAQ. The model plan by LA Division can be "the ask" from each Division at the afternoon Opening Day meetings.



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At PE 610 3:00-4:00 pm

Date: August 8, 2012

TOPIC	Purpose	LEADER	Discussion/Actions
ACCJC	D	All	<ul style="list-style-type: none"> <li>Each Rubric Statement was discussed in turn: current available data was reviewed as well as how to best describe that data in the narrative.</li> <li>To view data collected to date for evidence backing the Oct 15 report please navigate to Mary Pape's school website and click on "SLO Work" or <a href="http://puma.atc.fhda.edu/distribute/PAPE/SLO%20Info/">http://puma.atc.fhda.edu/distribute/PAPE/SLO%20Info/</a></li> <li>Preliminary responses due Aug 15.</li> </ul>
Master Plan Update (Summer 2012)	D	All	Discussed outline of SLO activities during 2011-12 academic year. Final responses to be ready by August 15.
Opening Day	I/D/A	Mary, Mallory	Mallory will create a survey for each department to complete that will evaluate the department's SLOAC work and assess the SLO team's effectiveness. Department's will complete this during their department meeting in the afternoon of Opening Day.
Planning Committee's Timeline for completion of Planning Agenda items	I/D/A	Mallory	<ul style="list-style-type: none"> <li>It was noted that the items were addressed directly to the SLO Steering Committee and not solely to the SLO Core Team. Thus, we will seek guidance from the Steering Committee concerning the best way to approach the work. Mary will send Mallory last year's as a starting point.</li> <li>Those statements identified as of concern to SLO work seemed appropriately identified as such.</li> <li>The phrase "Complete assessment of Program Level Outcome statements by the end of 2013-14 year" was listed as an agenda</li> </ul>

			item. This, perhaps, should be regarded as “in time for the 2013-14 Comprehensive Review”.
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At PE 610 3:00-4:00 pm

**Date: August 15, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Discussion/Action</b>
Opening Day	I/D/A	Mary	Investigate reports entitled "SLOAC Work" that are on TracDat under <b>Reports -&gt; Ad Hoc</b> .
Master Plan Update (Summer 2012)	D/A	All	Preliminary writings were augmented. Mary will update and e-mail for final approval at next meeting
ACCJC	D/A	All	Discussed preliminary writings. Each person will update their sections for next meeting.



SLO Core Team Meeting Minutes

Randy Bryant, Jim Haynes, Anu Khanna, Coleen Lee-Wheat, Mary Pape, Toño Ramirez

At PE 610; 11:00 am - 12:00 noon

**Date: August 22, 2012**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Discussion/Action</b>
Master Plan Update (Summer 2012)	D	All	Approved final draft. Mary will send this to Mallory
Opening Day	I/D/A	Mary	<ul style="list-style-type: none"> <li>• Discuss survey adding two questions that will not only allow each department to know their progress on course level assessments to set a baseline for the year but will also direct them to using TracDat as their tool to assist them in the SLO process. Mary will update the survey and send it to Mallory.</li> <li>• One member of the Critical Thinking Task Force has completed his part of the rubric statements. Toño will share these with all members whereby reminding each member of his/her assignment. All these statements are due by the beginning of September.</li> <li>• Ideas for articles for Fall 2012 Newsletter: include FAQ from Amy/s e-mail; article to remind faculty that assessments for courses and programs are to be completed in time for the Comprehensive Program Review in spring 2014 and that assessments are the means to justify allocation of resources; and, an article calling for sharing of syllabi, experiences, and rubrics that the demonstrate best practices with respect to SLO process work.</li> </ul>
ACCJC	D	All	Updated preliminary reports and assigned out Rubric statements for further work:

			<p><u>Statement 1:</u> Jim will add numerical responses to #3 page 2. : Mary will reword and condense narrative.</p> <p><u>Statement 2:</u> Toño will collect evidence: CPRU changes from Coleen; Photo Journal and Convocation site webpage; and, Critical Thinking Rubric</p> <p><u>Statements 3 &amp; 4:</u> Jim will tighten the narrative and supply evidence.</p> <p><u>Statement 5:</u> Mary will add information concerning the Deans and department heads having learned to use TracDat as part of the 2011-12 APRU.</p> <p><u>Statement 6:</u> Mapping reports from TracDat will be the evidence. Faculty need to be encouraged to complete mapping tasks: both mapping PLOs to ICCs and PLOs to underlying courses. (Mary)</p> <p><u>Summary Statement:</u> Needs condensing and rewording but will wait until all other statements are complete.</p>
Meeting Times	D/A	Mary	<p>Next Steering meeting will be September 18 at 3 pm. This meeting will facilitate communication of the draft of the ACCJC report.</p> <p>Fall Core Meetings will be Thursdays at 1:30 pm in Jim's area a.k.a. the old Learning Center West 16. Toño will post all on the calendar.</p>
TracDat	D/A	Mary, Anu	Anu answered Mary's questions concerning courses that needed updating on TracDat.