De Anza College SLO Core Team Meeting Minutes

~~Veronica Avila~~, Randy Bryant, ~~Anu Khanna~~, Coleen Lee-Wheat, ~~Amy Leonard~~, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske

Wednesday, July 2, 2014, PE 610; 3:00 – 4:00 pm

TOPIC	Purpose	LEADER	Notes
Summer meeting times	I/D/A	All	Next meeting Wednesday, July 16 3:00 pm
Steering Committee	D/A	Toño	Asks that came out of the June 27th meeting: 2014-15 is a year of reflection for **Program Review**. The SLO assessment process is to continue. Investigate the possibility of developing a PLO template. Potential topics: 1. Equity 2. Student Success 3. Certificates/Degrees 4. Career and technical education However, this template must integrate with the need for certificates and degrees to have their own PLO statements. Auto technology will be investigated as a possible model for PLO statements. Develop plan to collect assessments for Physical/Mental Wellness And Personal Responsibility. These assessment results will be shared with faculty at 2015 Convocation. Students in nutrition classes and PE classes should be surveyed.
Summer Tasks	I/D/A	All	Majority of this meeting's discussion centered on increasing communication with the PBTs. Starting with the IPBT, endeavor to establish criteria to measure Program Reviews. Analyze possibility of using questions/criteria used previously by the IPBT to prioritize

| | | | budget cuts, to assign hiring positions, and to lead discussion in the Division presentation process. A model using grading of program reviews as red: needs revision, yellow: okay but some re-writing is necessary, and green: responses meet expectations was suggested. Assistance would be provided to those programs that did not attain level of green. The goal is to improve student success by focusing attention on areas that need improvement within programs. Assessments would drive decision making and allocation of resources. The latter will be more important in times of extra funds and in times of budget cuts. The process needs to be transparent. Faculty, in particular department chairs, need to be trained in the meaning of each question and a schedule established to allow for full input by the entire department. However, the specific content of the 2015-16 Program Review document will depend upon the updated Educational Master Plan. |
| Faculty / Liaison Activity | I | All | Tazumi Scearce – IIS - Japanese |

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RSVP: Jeff at conference in Minneapolis

Wednesday, July 16, 2014, PE 610; 3:00 – 4:00 pm

TOPIC	Purpose	LEADER	Notes
June Minutes	I/D/A	All	June Minutes were approved.
Update TracDat	I	Mary	• Mary is waiting for the list of courses to be included in the 2014-15 De Anza College Catalog. • Mary reported that there is no option to prohibit the deletion of Student Learning Outcome Statements and still give the privilege of adding and updating Student Learning Outcome statements. Needs to be communicated to Nuventive: • Under customized roles, the ability to separate "edit" outcomes options in order to limit "delete" option. • Multiple tabs under departments to facilitate archiving program reviews in TracDatDelete (or hide) blue "Enhancement" link and we will include our own box along with a box for Resources Needed
SLO Liaisons			Toño will request De Anza Opening Day schedule from Marisa Spatafore so that we can plan time for meeting with liaisons. Topics to be discussed at this meeting: 1) Updating of SLO/PLO statements 2) 2014-15 is a year of reflection concerning Program Review but this should **not** affect the continuous assessment of student learning outcomes and program level outcomes. Thus, the "ask" of the faculty for 2014-15 will be a calendar outlining the courses to be assessed each year for the next six years.

			3) Suggestions for those departments or areas with more than 4 program level outcome or fewer than 3 program level outcomes.
Reframing the concept of PLO Work	I/D/A	All	The possibility of developing a PLO template was discussed keeping in mind that any template must integrate with the need for certificates and degrees to have their own PLO statements. Possible models/ideas: **Automotive Technology PLO_1** Students will be prepared to successfully enter the transportation or industrial maintenance industries and/or continue their education. **CIS PLO_1:** Students will be prepared to successfully apply technology in their chosen career with specific skills as listed in individual certificates/degrees: Project Management, Data Base, Design for Developers, Business Programming, Network Administration and Programming, Enterprise Security Professional, Network Administration and Programming, C/C++ Programming, Java Programming, Unix/Linux, Programming, Web Development, VB Programming Assessment method samples: Number of degrees awarded Survey students to ascertain if they have used the skills of the certificate/degree earned Survey employers Reflections/Enhancements samples Change curriculum Offer seminars inviting guests from industry **Template PLO_1** Identify three skills that students have learned or improved as a result of your program **Template PLO_2:** Students will complete courses needed to transfer Assessment method samples: Survey students completing last and second to last course in core curriculum that transfer and ask how they are doing

			I am envisioning a two part survey 1) general education drawing data from each area, and 2) major specific Conclusion: Core Team will analyze PLOACs from each of the divisions and develop a set of "good practices" models. Next meeting (July 23) Business/CS/Applied Technologies and Social Science and Humanities divisions will be analyzed.
Faculty / Liaison Activity	I	All	Tazumi Scearce (Japanese) requested and received assistance with SLOAC work.

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Wednesday, July 23, 2014, AUTO TECH 3:00 – 4:00 pm

TOPIC	Purpose	LEADER	Notes
SLO Liaisons	I/D/A	All	Fall liaison meeting will be a luncheon meeting scheduled for noon on Thursday September 18 in a room in the ATC building. This is made possible since De Anza College is the host site for District Opening Day. Mary will send email to liaisons congratulating them on the work accomplished during 2013-14, asking for their commitment for 2014-15, and having them "Save the Date" for the Fall liaison meeting.
Next Year's Plan – Reflecting on Program Review	I/D	All	Discussion led to an assessment of how SLO work drives decision making on campus. Purpose of updating the Program Review includes making the process more meaningful to users (department chairs/area coordinators), more useful to PBTs, and more transparent. Four main focus points for the Program Review were established: 1) Program assessment through SLO/PLO assessments: If program is a Transfer program and/or Basic Skills program and/or Career Technical Program respondents will essentially be asked to document an assessment giving method of assessment, data summary of results of that assessment, dialog reflecting on results, and proposed enhancement(s) if any. 2) ICC assessments asking the areas "What did you do?"

			3) Student success: retention, grades, targeted group
			4) Resources needed which would include not only new positions but also rooms, tutoring, counselors (SSPBT) with the focus to provide instructional equity. If the IPBT included in their scope recommendation on "B" Budget and lottery funds as well as hiring positions then the process will be viewed as more meaningful by departmental faculty.

SLO Core Team Meeting Minutes

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Wednesday, July 30, 2014, AUTO TECH 3:00 – 4:00 pm

TOPIC	Purpose	LEADER	Notes
Develop plan to collect assessments for Physical/Mental Wellness And Personal Responsibility.	I/D/A	All	These assessment results will be shared with faculty at 2015 Convocation. Students in nutrition classes and PE classes should be surveyed. Examples: Sue Quack is Mental Health Ethics class Student Report Redefined and now tracks personal responsibility. Chill City incorporates stress management workshops. Contact person is Mary Sullivan.
Next Year's Plan	I/D	All	Assessment of Critical Thinking will be rolled out at the beginning of Fall 2014. ICC: Civic Capacity for Global, Cultural, Social, and Environmental Justice Program areas should develop plan for second complete cycle of assessment. Calendar meetings between SLO core team members and each program/department throughout the year of 2014-15. First, all areas need to reach assessment if they have not done so during 2013-14. Secondly assistance will be given in analyzing the meaningfulness and accessibility of existing SLO and PLO outcome statements. Program Review process will be redefined to emphasize

			transparency and pertinence in decision making process. Kim Resena (Foothill) will be contacted to explore their system of "grading" Program Reviews. Green means the department/program area is on the right track; yellow indicates some points on the document need refining; and, red means these areas should receive extra support to assist them in becoming sustainable programs for the future. Program review questions should be extended to include analysis of success rates and withdraw rates across all demographics.