DeAnza 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, June 4, 2014, PE 610; 1:30 – 2:20 pm30

TOPIC	Purpose	LEADER	Notes
May Minutes	I/D/A	All	SLO Core Team Minutes for May were approved.
SSLO/AUO Coordinator Position	D/A	Mary, Veronica	Job descriptions have been sent Rowena Tomaneng and she is working with Veronica Avila on setting up release time of two classes. Veronica will be on PDL leave for Spring 2015.
Academic Senate	I/D/A	All	Presentation to be given at the Academic Senate meeting of June 9th was finalized. The Honor Roll will be updated by the time of the meeting.

Mission Statement Review: Following the voting outcome in the Academic Senate the Global, Cultural, Social & Environmental Awareness Institutional Core Competency will most likely change to Civic Capacity for Global, Cultural, Social and Environmental Justice. |
| Newsletter | I/D/A | All | The next publication due to be released on or about June 9th was updated. |
| Next Year's Plan | I/D | All | The assessment guide for assessing critical thinking is complete. Data entry area is available in TracDat.

Mayra informed us that the theme for District Opening Day workshops is "The Changing Demography and the Equity Imperative". The Core Team will propose the following workshop:

Title: Student Learning Outcome Assessments on the De Anza Campus with a focus on Equity |

			Description: While reviewing the assessment process in general and introducing the SLO Liaisons, examples of assessing Civic Capacity for Global, Cultural, Social and Environmental Justice will be presented. Participants will bring away an idea or two on what assessing this SLO in their division/department/course might look like. The SLO work expectations for 2014-15 "The Year of Reflection" will be explained. Presenters: SLO Core Team – Veronica Avila, Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez, Jeff Schinske
TracDat			Nuventive has requested that we propose changes that we would like to see implemented. Mary will forward the following to them after establishing that the ability to make the change does not already exist on TracDat: 1. The need to go to one tab to enter method of assessment and to another for the assessment itself is clumsy and faculty do not remember the steps. Is there a way to keep these tabs but have one to speak to program level (unit) outcomes and the other to course/service level outcomes? 2. In data summaries, we would prefer Enhancement to be a box and not see the little blue click. We find the multiple enhancement and follow-up ideas not helpful. Faculty prefer a follow-up as a new assessment. 3. Need to be able to generate reports of what is not assessed. 4. Drag & Drop ability for uploading documents. 5. Drag & Drop ability for moving order of custom text boxes on a page. 6. Multiple tabs to store at least six years' of program review. 7. Assign button in two places is confusing. Can it be optional? 8. Box on Data Summaries for Resources needed for enhancements (this can be done "in house").

Faculty / Liaison Activity	I	All	Meghan Kenser (Intercultural International Studies) met with Mary for training in the SLO process as well as in TracDat data entry on Thursday, May 29. Faculty are stopping by more frequently to the SLO Office hours just for a quick question. This was the goal – finding a way to answer that question without taking up the faculty member's time to make an appointment. Of course, the SLO Liaisons are also accomplishing this in their Divisions with online and formal meetings.
Summer Activities			Update of TracDat with newly added and deleted courses. SLO statements will be updated where prudent. The TracDat how-to Manual as well as the SLO Assessment Process handbook will be updated. Plan how to motivate and assess the work done during the year of reflection. This will include collecting planning agenda for courses to be assessed and to work with the PBTs to institutionalize the SLO to resources connection.

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Wednesday, June 18, 2014, PE 610; 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
May Minutes	D/A	All	Minutes for May Core Team meetings were approved.
SSLO/AUO Coordinator Position	D/A	Mary, Veronica	Veronica Avila has assumed the responsibilities of the SSLO/AUO Coordinator Position. She will receive two quarters of release time for her work during the 2014-15 Academic year.
Academic Senate	I/D/A	Mary	Mary reported out on the Student Learning Outcome end-of-year summary presentation to the Academic Senate. Senators suggested disabling Delete option on learning outcome statements. Mary will investigate the feasibility of doing so.
Newsletter	I	Mary	Errata: Biology should have been listed as having completed assessment of 100% of their student learning outcomes. Correction announced in Academic Senate meeting of June 16th (in the presence of Dr. Murphy)
Steering Committee	D/A	Toño	The agenda was finalized for the June 27th meeting of the SLO Steering Committee. SLO Core Team will request input on what the Student Learning Outcome Coordinators should do to facilitate the year of reflection. The Team will also request support for each division to have a full-time faculty member as SLO Liaison.
Summer Tasks	I/D/A	All	- Update TracDat (Mary) - Fall 2014 New Staff & Faculty & Staff Orientation on Tuesday, September 9th 11:15 am (Mary, Toño, Veronica) - Increase communication with the PBTs - Redesign SLO website to include a page for each ICC (Toño) - Communicate requests to Nuventive (Mary) - Send message to liaisons on SLO/PLO changes (Mary)

Next Year's Plan	I/D	All	District Opening Day Workshop proposal was not accepted since it was geared to De Anza College and not to the District as a whole Assessment of Critical Thinking will be pushed out to faculty 2014-15. SLO Core Team will guide the plan for assessment of newly worded ICC: Civic Capacity for Global, Cultural, Social, and Environmental Justice
Young Rhetoricians' Conference 2014	I	Amy	Amy will be on a panel as a respondent for workshop covering measurements, assessments, and SLOs.
Faculty / Liaison Activity	I	All	Sherwin (IIS) requested assistance with inputting assessment for ICS 24 into TracDat Meg Kenser is motivating the faculty of IIS Division to complete SLO assessments.