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,

Thursday, February 4, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
ACCJC Workshop	I/D/A	Mallory	ACCJC workshop: Taking Assessment to the Program Level Thursday, March 3, 2016 at the Crown Plaza San Francisco Airport 1177 Airport Boulevard, Burlingame, CA 94010 9:00 a.m. to 3:30 p.m. Toño and Mary will attend. Mary will need to request a substitute instructor to proctor a midterm.
AUO Progress	I/D	Veronica	Veronica will be working with Stacey Cook.
Request for Collaboration			Toño will connect with Nita Gopal. She teaches teach English full time at Modesto Junior College and is the faculty coordinator for outcomes assessment and the chair for the outcomes assessment workgroup. She has reached out to us to collaborate on Student Learning Outcome work.
Liaisons	I/D/A	Mary, Toño	Present at the meeting were: Lena Chang (LR), Alicia De Toro BHES), Amy Leonard (LA), Byron Lilly (Bus/CS/AT), Warren Lucas (CA), Eugene Rodriguez (CA), Ravjeet Singh (SSH). Jim Nguyen (SSH) and Zack Judson (PSME) did attend SLO Office hour in lieu of the meeting due to schedule conflicts. Agenda: I. All seemed well-versed on the timeline for the second complete cycle of assessments. II. We do hope that Accreditation Team asks to interview our SLO Liaisons since they are such a vital part of the sustainability and meaningfulness of the SLO process. III. FHDA Agreement was shown and discussed assisting to put to

			rest other renditions that have been circulating. Of special note is that dialog via email on reflection and analysis is appropriate and sufficient for part-time faculty. IV. This meeting was a good opportunity for a dry-run of the material to be presented at the program Review workshops.
Program Review	I/D/A	Mary, Coleen	Program Review Workshop dates scheduled: • Thursday, February 4, 2:30 – 3:20 pm • Wednesday, February 10 12:30 – 1:20 pm • Friday, February 26 1:30 – 2:20 pm In addition to the document set as the 2016 APRU, there has been a concern on the part of the IPBT and the Deans that information on maintenance for big ticket items is not known far enough in advance to be included in budget planning. Methods of collecting this information being considered are an addendum to the Program Review document and/or including these in the Dean's report.
Newsletter	I/D/A	All	February Newsletter will include: • Article on SLO/AUO work • Summary of Program Review workshops • Save the date and preliminary information on 2016 Convocation
Convocation	D/A	All	Veronica has brought two of her classes to the library this quarter. Mary and Toño will schedule a tour with Leng Chang or Tom. Ideas for breakout session topics are: • Distance Education – Hybrid and Online. Lorrie Ranck will be contacted. • Reading: Share reflections and enhancements from SLO assessments. • Canvas • Library • Speech department work with Information Literacy

Spring Core Team Meeting Time	D/A	All	Core Team Meetings for Spring 2016 will be held on Wednesdays from 12:30 – 1:20 in AT 203 D.
Steering Committee Meeting	D/A	Toño	Toño will endeavor to schedule the Winter 2016 SLO Steering Committee meeting for one of the following times (chosen for Rowena's availability): Wednesday March 2nd from 11:30 am-12:30 pm, Monday March 21st from 2:00-4:00 pm, and Thursday March 23rd from 2:30 pm on.
TracDat	I/D/A	Mary	Mary met this week with Cinzia Muzzi from Chemistry. She, as many do, had some logistic questions concerning TracDat and questions concerning the timeline for assessments. It should be noted that TracDat users click from the Home page into any course and then just do not see the drop-down list box to navigate to other courses. The layout on TracDat 5 is improved over early version but the color scheme could have been chosen more judiciously.

De Anza College SLO Core Team Meeting Minutes

Present: Veronica Avila, Coleen Lee-Wheat, Mary Pape, Toño Ramirez,

Thursday, February 11, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
2016 January Minutes	I/D/a	All	January 2016 Minutes were approved.
ACCJC Workshop	I/D/A	Mallory	With assistance of Mallory and Tina Woo, Toño and Mary have registered for the ACCJC workshop: Taking Assessment to the Program Level. Thursday, March 3, 2016 at the Crown Plaza San Francisco Airport 1177 Airport Boulevard, Burlingame, CA 94010 9:00 a.m. to 3:30 p.m.
Planning Cycle	I/D/A	All	All ICCs will have been assessed by the conclusion of the 2016-17 academic year. The next cycle of assessing the ICCs will begin with the 2017-18 academic year. Student Learning Outcome assessments at the course level will remain on a five year cycle in sync with curriculum review process. Each Program Review cycle will end Fall of the academic year in which the Comprehensive Program Review is completed.
AUO Progress	I/D	Veronica	At Dan Dishno's invitation Veronica will attend Occupational Training Institute Retreat on March 18th. Veronica has scheduled a meeting with Stacey Cook on February 16th.
Request for Collaboration	D/A	Toño	Toño has scheduled a phone conference with Nita Gopal (teaches teach English full time at Modesto Junior College) to assist her with the SLO process at her college.
Program Review	I/D/A	Mary, Coleen	Program Review Workshop have been well attended. The third and last one will be held on:

			• Friday, February 26 1:30 – 2:20 pm In addition Mary has conducted a special workshop for Health Technology on Monday, February 8th from 1:30 – 2:45 pm.
Steering Committee Meeting	D/A	Toño	Date of Winter 2016 meeting: Wednesday, March 2 from 11:30 am to 12:20 pm in Admin 109.
TracDat	I/D/A	Mary	Mary requested a copy of contract with Nuventive to ensure that we are availing ourselves of support as stated in the contract. Also, Mary wishes to confirm that Foothill is on the same contract as we are. Mary met with Cinzia Mussi (Chemistry) to assist with data entry on TracDat. The session confirmed that more cosmetic improvements are necessary to ensure that users find the application easier to navigate.

Convocation	D/A	All	**Tentative draft:**
			2016 Convocation
			Assessing the ICC Information Literacy
			Equity and Inter-Connections
			Outcome: Foster communications across campus using information technology through the lens of equity.
			
			Morning refreshments (Toño)
			General Session - Reading room (need sign(s) and rope type cordoned off; chairs and tables; sound system) Mary & Tono as leads
			        Tono as MC
			        Lena and Tom
			        Speech Department
			Break -out sessions:
			• Lorrie Ranck perhaps together with Amy Leonard - glassed in area. Either separate workshops or repeat. Lorrie to focus on OEI; Amy on best practices for hybrid classes (leads: Amy

			& Mary) • Program Review Workshop - Study room Questions from chairs (lead: Mary) • SLO Assessments – Mary - Computer Lab. This breakout session is aimed at part-time instructors finding themselves needing to complete assessments. Agenda: Overview of FA requirements, choosing a method of assessment, writing the data summary, writing the reflection, writing the enhancement all in the SLOAC spreadsheet. (lead: Mary) • David Garrido - Computer Lab Tools including collecting data for outcome assessment. This workshop could be a way of introducing Canvas to the College. (lead: Toño) • Cecilia Hui - Collections of Information Literacy Online Bring your laptop -charged please (lead: Veronica) • AUO/SLO Workshop Navigating Services (lead: Veronica)
Office Hours			These are becoming more popular: Wednesday, February 10th: Marco (Art), Katherine Atwood (Health Technology).

![DeAnza College logo] SLO Core Team Meeting Minutes

Present: Veronica Avila, Amy Leonard, Mary Pape, Toño Ramirez,

Thursday, February 18, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
ACCJC Workshop	I/D/A	Mallory	Registration has been submitted for Toño and Mary to attend ACCJC workshop: Taking Assessment to the Program Level on Thursday, March 3, 2016 at the Crown Plaza San Francisco Airport 1177 Airport Boulevard, Burlingame, CA 94010 from9:00 a.m. to 3:30 p.m.
AUO/SSLO Progress	I/D	Veronica	SSLO: Veronica met with Stacey Cook. Creating a program review document in parallel with the one for instruction was discussed. Since Stacey will be out on medical leave, Veronica will continue the discussion with Kevin Galapo. AUO: Veronica will meet with Susan Cheu to ascertain the feasibility of developing a program review form.
Request for Collaboration	D/A	Toño	Toño held a teleconference with Nita Gopal (teaches English full time at Modesto Junior College). Modesto Junior College has nothing in place. Nita was especially interested in our timeline for assessing outcomes and in how support from faculty association was garnered.
Program Review	I/D/A	Mary, Coleen	Assistance for deans Attendance for workshops has been strong. The third and last workshop will be held Friday, February 26 1:30 – 2:20 pm. It is expected that some one-to-one assistance will be needed. Vernon Gallegos and Warren Lucas (Dance/Theatre) sought assistance 2/18 during SLO Office Hours.
Newsletter	D/A	All	Draft of February Newsletter was updated. It will be sent to faculty and staff on Monday, February 22.

| Convocation | D/A | All | Tentative draft was approved with the following changes/updates:

• Waiting for approval from Lorrie Ranck on the decision to host in the library and the agreement on overall concept for the morning General Session and breakout sessions.
• Waiting for confirmation from Lorrie. Amy proposes to invite input from Louis ad Rebecca Board and Luis Limcolioc, two English faculty members with much experience in the area of online education.
Lorrie Ranck perhaps together with Amy Leonard – glassed in area. Either separate workshops or repeat. Lorrie to focus on OEI; Amy on best practices for hybrid classes (leads: Amy & Mary)
• This will be in the form of a help session held in one of the larger study rooms in the library rather than a full break-out session. The purpose will be to answer any questions that chairs/coordinators have about completing and submitting the program review document. *Program Review Workshop – Study room Questions from chairs* (lead: Mary)
• Toño has reached out to David and is awaiting a response. *David Garrido – Computer Lab Tools including collecting data for outcome assessment. This workshop could be a way of introducing Canvas to the College.* (lead: Toño)
• Cecilia Hui – Update focus to "Workshop on new media service which allows students a new way of checking out books by downloading them onto a smart phone or laptop". Bring your laptop –charged please (lead: Veronica)
• Preliminary communications were begun with Shireen Luna-Woo and Sheila White to present a workshop on counseling services. (lead: Veronica) |
| Steering Committee | D/A | Toño | Date: Wednesday, March 2 from 11:30 – 12:20 in admin 109 |

Meeting				Agenda – main topics
				➢ 2016 Convocation
				➢ Update on Program Review status including information for Dean's.
				➢ TracDat
				➢ Accreditation – What is our task?
TracDat	I/D/A	Mary		Mary received a copy of the contract between FHDA District and Nuventive which delineates that we are to receive phone and email support concerning defects and support in creating ad hoc reports. Mary will have a phone conference with Paul DeSantee this afternoon. Issues to be discussed: • Nasty error message when app has timed out • Best way to create a report showing what is done • Best way to generate a list of all SLOs with course name that have not been assessed. SLO Assessment Workshops for all faculty will be planned for Spring 2016. There will be two parts hopefully held in two different rooms: 1) The process of formulating authentic assessments, 2) Entering the data into TracDat. These will be held Wednesday 12:30- 1:20, Thursday 1:30 – 2:20 pm, and Friday 1:30 – 2:20 pm since one of these timeframes seemed to work for the chairs when holding program review workshop.

SLO Core Team Meeting Minutes

Present: Veronica Avila, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez,

Thursday, February 25, 2016, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
ACCJC Workshop	I/D/A	Mallory	Reminder: Toño and Mary will attend the ACCJC workshop: Taking Assessment to the Program Level on Thursday, March 3, 2016 at the Crown Plaza San Francisco Airport 9:00 a.m. to 3:30 p.m. We will hold SLO Core Team meeting as usual that morning.
AUO/SSLO Progress	I/D	Veronica	OTI has invited us to participate in OTI Retreat on Wednesday March 16. Mary and Veronica will attend. The venue is Filoli in Woodside. SSPBT Program Review: Mary will extend to Kevin Glapion an offer to add the SSPBT Program Review to TracDat.
Program Review	I/D/A	Mary, Coleen	The last Program Review workshop will be held Friday, February 26 from 1:30 – 2:20 pm in MLC 243 Faculty & Staff Computer Lab. Coleen, Mary and Veronica will be there to present.
Newsletter	I/D/A	All	February Newsletter as an embedded in email was sent to all Division assistants with Deans cc'd. Thank you to Division Assistants for forwarding this email newsletter so quickly to all faculty and staff in their respective areas. The Newsletter as a flyer was also sent to Mary Kay Englen to be forwarded to all faculty and staff.
Convocation	I/D/A	All	Lorrie Ranck fully supports our idea to hold the event in the Library. Marketing our event: • Six (6) hours of PAA/PGA credit (This will help to move part-time faculty over a column on the pay schedule.)

			• Note the change in the title
			• We need enticing blurbs for the general session and each breakout session
			• Flyer to have exotic picture dealing with information literacy
			
			Tentative draft updated:
			 2016 Information Literacy Convocation
			Assessing the ICC Information Literacy
			Equity and Inter-Connections Outcome: Foster communications across campus using information technology through the lens of equity.
			
			Morning refreshments (Toño)
			General Session – Reading room (need sign(s) and rope type cordoned off; chairs and tables; sound system) Mary & Toño as leads.
			      Toño as MC
			      Lena Chang, Tom Dolen, Shagun Kaur and Cecelia Hui:
			      How information literacy is being integrated into disciplines such as Speech Department.
			Break -out sessions:
			• Heidi & David: ADA requirements, checklist for online instruction for both hybrid and online. (lead Toño)
			• Amy & Mary: SLO Assessment Workshop focused on the new responsibilities of part-time faculty.
			• Program Review: This will be in the form of a help session held in one of the larger study rooms in the library rather than a full break-out session. The purpose will be to answer any questions that chairs/coordinators have about completing and submitting the program review document. *Program Review Workshop – Study room Questions from*

			chairs (lead: Mary) • Shireen Luna-Woo: Counseling Services. (lead: Veronica) • Cecilia Deck: Legalities of dealing with information (lead Tono) • SSLO – Veronica & Coleen • Tono & Veronica: Synthesis and Analysis of Information from texts
Steering Committee Meeting	D/A	Toño	Date: Wednesday, March 2 from 11:30 – 12:20. Agenda was agreed upon. Main topics: ➢ Update on Program Review status including information for Dean's. ➢ 2016 Convocation ➢ Accreditation – What is our task? ➢ TracDat
Partners In Learning Conference	I/D/A	Toño	***Title:*** *How 'One More Thing' Can Lead to 'Far Fewer Things': Assessment as a mechanism for managing workload* Toño met with five student Facilitators assigned by Donna Jones-Dulin. The following time-line was developed: • Ice Breaker • Formal presentation 20 minutes • Discussion where facilitators will assist in the collection of ideas • Facilitators will close with a common theme summary Draft of power point presentation was updated.
TracDat	I/D/A	Mary	On Thursday February 18th Mary had a teleconference with Paul De Sante and Bailey Watson of Nuventive. The following were the

| | | | results/information from the teleconference:

TracDat was upgraded to version 5.50 on February 19, 2016.

We can now generate Done vs not done reports easily. Such reports will be created and placed in each of the Division reporting units.

A bug persists when creating ad hoc reports that draw data from custom fields. Custom fields cannot be intuitively ordered. This inability to order boxes is necessary to produce meaningful APRU related reports for Deans.

Modesto Junior College is not using TracDat but eLumen. Ellucian is the creator of Banner. |