

SLO Core Team Meeting Minutes

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

Tuesday, February 7, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes	
January Minutes	I/D/A	Mary	Minutes for January 2017 were approved.	
Accreditation	I/D/A	Mallory,	Report out of percentages assessed:	
		Mary,	SLO: 84%	
		Toño	PLO: ACCJC definition 92%	
			SSLO:100%	
			AUO: 100%	
			SLOs alias course level student outcomes There are 1105 courses with active Student Learning Outcomes. Since	
			every course is approved through the Curriculum Committee process	
			that mandates SLOs, 100% of our courses have student learning outcomes.	
		For these 1105 courses, there are 2032 Active SLO statements with 2370 assessments completed in TracDat and 413 in the older ECMS		
			system. Using these numbers the percentage of SLOs assessed is over	
			100%. However, there are some courses that have never been assessed such as languages in IIS Division. IIS needs a full-time instructor to	
			take responsibility for assessment of all language courses.	
			Program Level Outcomes have two distinct definitions:	
			1) We encouraged all departments, whether they offered a certificate or	
			degree or not, to create program level outcomes. There are 223	
			outcomes at the program level with all but 69 having on-going	
			assessments. Thus, 69% of program level outcomes have been	
			assessed.	

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			2) Since then the ACCJC has defined program level outcomes as only those outcomes connected to certificates and/or degrees. Defining program level outcomes this way means that there are 26 programs where 24 or 92% have ongoing assessments.
			SSLO & AUO 100% have been assessed but the data is not necessarily in TracDat.
			There are a total of 121 SSLO & AUO outcomes and 71% of these have assessments in TracDat.
AUO/SSLO	I/D	Veronica	Conversations regarding TracDat, SSLO/AUO process and program review continue. The week of Jan. 18, Veronica Avila contacted and/or met with the following individuals: Stacey Cook, Susuan Cheu, Michele LeBlue Burns, and Stacey White Daniels.
			Veronica is scheduled to meet with Counseling Division on February 8 to discuss the SLO process and assist them in assessments.
Program Review	I/D	All	SSPBT – Veronica is now scheduling Program Review workshops with individual divisions and departments on an as needed basis. She is currently working with VP of Finance and College Operations Susan Cheu to develop a PR that is focused on services under her purview.
			IPBT – The following department chairs attended the Program Review workshop held on Thursday, January 19 from 3:30 – 4:30 in AT 205: Jason Bram (Biology), David Capitolo (Automotive Technology), Clara Lam (ESL), Coleen Lee-Wheat (PE), Li Wei Sun (Child Development), Ameeta Tiwana (Anthropology). Certificates have been placed in their boxes in the mailroom.
			Along with Mary Pape, Veronica Neal and Tony Santa Ana presented. Veronica and Tony's focus was on the equity piece, section III. The result is that an Ad Hoc report will be available in each area to pull the

			section III questions. Then, each area will post three documents to add to their folder in the document section titled "2016-17 APRU".
Convocation	D/A	D/A All	Date: March 3
			ICC Focus: Communication and Expression
			Title: Thinking Without A Box: The Power of Imagination.
			Location:
			Opening general session will be held in VPAC. Tony Arellano is
			contact person for facility accommodations. Tony Arelliano will be
			sent final script for lights, music, projection.
			Rooms AT204 and AT 205 reserved all day; MCC 14 & MCC 17 reserved from 10:00 am until 12:15 pm.
			Lunch in A & B Conference Rooms of Hinson Center
			Amy reported that at the Academic Senate meeting of January 23 rd : both the theme of Communication and Expression and funding request
			of \$600 (same as for 2016) to assist in covering food were approved.
			Preliminary Advertising approved:
			RSVP Form – Mary
			Flyer – Mary
			Program – Mary
			Gift cards to be donated by SLO Core Team for student presenters;
			Amy and Mary
			>>>>>>>>>>
			Script for General Session
			9:00 – 9:10 am
			Opening remarks and slide presentation – 10 minutes
			Veronica Acevedo Avila, Mary Pape, Toño Ramirez on stage at
			mic
			Projector for slides – No talking for slides since they should "speak" for themselves.

9:10-9:20Byron Lilly LOAC award Assessment at mic Projector for slides 9:20 - 9:30Diana Argabrite: slide show and talk through the slides (USB). She will be showing works that groups of students have done together. 9:30 – 9:40 (Celebrating student work from Red Wheelbarrow) Ken Weisner 2 minute to introduce magazine and students. Each student will read one poem. Each student would need not more than 2 minutes: Berénice Sylverain Caesar Kent (Daniel Kent is his name with registrar) Stephanie Stein Alex Rosa 9:40 - 9:50Vernon Gallegos; mic for introduction; screen up; usb for music; lights for stage 9:50 - 10:00Closing remarks – mic; projector with slides showing breakout sessions **Break out Session** 10:15 - 11:00 am • Amy Leonard **AT 205** *SLO Assessment for Adjunct Faculty:* Taking the Pulse of Your Class This session is aimed to assist adjunct faculty in fulfilling contractual obligation in regards to SLO work. • Cecilia Deck & Diana Argabrite MCC 114 "How to teach students to write a story and communicate through journalism.

Anyone can be a journalist."

Assessing"

• Toño Ramirez & Lori Clinchard MCC 17 "Fostering 'Beginner's Mind': Assessing Creativity, Creatively

 Mallory Newell AT 204 "Mining data for Equity-based 		
Decision Making" Aimed at Department Chairs and Program		
leads across campus: instructional and student services		
Break out Session II 11:15 – 12:00 noon		
• Eugene Rodriguez MCC 17 ?THE FLAT EARTH? "Color Creates Depth"		
• Jesus Quintero MCC 14 "In Crazy Times: Simile and Metaphor as Political Practice"		
Mary Pape MCC 205 Program Review for Chairs		
Veronica Acevedo AT 204 Avila "Imaginatively Thinking about SSLOs and AUOs"		
Break out Session III and afternoon		
• Mary Kay Englen MLC 243 1:00 – 1:50 pm "The Power of Strong Communication and Listening Skills in Service Excellence."		
Instructional areas: Departmental work on Program Review.		
Assistance available in AT 205 from 1:00 – 4:00 pm.		
Student Services : Program Review work. Assistance available in AT 204 from 1:00 – 4:00 pm.		



SLO Core Team Meeting Minutes

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

Tuesday, February 14, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	Mallory,	Toño reported that the focus points of the quality focus area are 1)
		Toño	equity, and 2) communication and transparency in regards to decision
			making. The IPBT and SPBPT will be asked to share how decisions
			are made based on assessments. Thus, it will be about the results of
			SLO process work and not on the number of assessments completed.
Program Review	I/D	All	SSPBT
			Mary will contact Stacey Cook offering to stop by the SSPBT
			meetings to answer any questions/doubts on the program review
			process.
			IPBT
			Demographic Tool is now available through MyPortal. The link is
			"Program Review" on the Employees tab. There is some worry that
			there could be confusion that this is a link to the program review area
			on TracDat.
			Certificates placed in mailboxes for attendees of Program Review
			Workshop held for Chairs on January 19 th : Jason Bram, Dave
			Capitolo, Clara Lam, Li Wei Sun, and Ameeta Tiwana.
Convocation	D/A	All	Date: March 3
			ICC Focus: Communication and Expression
			Title: Thinking Without A Box: The Power of Imagination.
			Location:
			Opening general session will be held in VPAC. Tony Arellano is
			contact person for facility accommodations. Tony Arelliano will be
			sent final script for lights, music, projection.

Rooms AT204 and AT 205 reserved all day; MCC 14 & MCC 17 reserved from 10:00 am until 12:15 pm. Lunch in A & B Conference Rooms of Hinson Center Advertising: RSVP Form: Link is on Flyer and link will be added to our website Flyer: Mary will have these for each Division and to post on day of. Program: Format and wording was finalized. Mary will update and print on February 27. Follow-up email: Mary will send Sunday night, February 26 Follow-up emails to faculty and staff: February 20th and February 26th Gift cards to be donated by SLO Core Team for student presenters; Amy and Mary >>>>>>>>>>>> **Script for General Session** (Mary will send to Tony Arellio) 9:00 - 9:10 am Opening remarks and slide presentation – 10 minutes Veronica Acevedo Avila, Mary Pape, Toño Ramirez on stage at mic Projector for slides – No talking for slides since they should "speak" for themselves. 9:10 - 9:20Byron Lilly LOAC award Assessment at mic Projector for slides 9:20 - 9:30Diana Argabrite: slide show and talk through the slides (USB). She will be showing works that groups of students have done together.

9:30 – 9:40 (Celebrating student work from Red Wheelbarrow) Mic and projector for slides needed

Ken Weisner 2 minute to introduce magazine and students. Each student will read one poem.

Each student would need not more than 2 minutes:

Berénice Sylverain

Caesar Kent (Daniel Kent is his name with registrar)

Stephanie Stein

Alex Rosa

9:40 - 9:50

Vernon Gallegos; mic for introduction; screen up; usb for music; lights for stage

9:50 - 10:00

Closing remarks – mic; projector with slides showing breakout sessions

Break out Session

10:15 – 11:00 am

- Amy Leonard **AT 205** SLO Assessment for Adjunct Faculty: Taking the Pulse of Your Class This session's aim is to assist adjunct faculty in fulfilling contractual obligation in regards to SLO work.
- Cecilia Deck & Diana Argabrite MCC 114 "Expressing opinions in art and in writing for publication: Public acts of courage."
- Toño Ramirez & Lori Clinchard MCC 17 "Fostering 'Beginner's Mind': Assessing Creativity, Creatively Assessing"
- Mallory Newell **AT 204** "Mining data for Equity-based Decision Making" Aimed at Department Chairs and Program leads across campus: instructional and student services

Break out Session II

11:15 – 12:00 noon

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 Veronica Acevedo AT 204 Avila "Imaginatively Thinking
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Strong Communication and Listening Skills in Service
Excellence."
Instructional areas: Departmental work on Program Review.
Assistance available in AT 205 from 1:00 – 4:00 pm.
Student Services : Program Review work. Assistance available in AT
204 from 1:00 – 4:00 pm.



SLO Core Team Meeting Minutes

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

Tuesday, February 21, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes	
Accreditation	I/D/A	Mallory, Toño	 Toño reported on Action Plan for Continued commitment to Student Learning Outcomes work at all levels, SSLO, SLO, AUO, PLO, ILO. (Standard I.B.2) Action plan: Continue to refine our data collection system for Outcomes Assessment (TracDat) with an aim toward: More easily integrating assessment data in Program Review documents Making the data submission process easier (by, for example, proliferating use of the 'Assignments' feature in the TracDat system Working directly with Nuventive (the TracDat developer) to improve reports generated by the system Promote the need for ongoing cycles of assessment via avenues such as: 	
AUO/SSLO	I/D	Veronica	Veronica met with Tamica Ward from Admissions & Records. Assessments were reviewed, alternative methods of assessment other than the survey were examined, and ideas for writing enhancements were discussed.	

Program Review	I/D	All	Veronica met with counseling department. The rudiments of the SLO process and the mechanics of TracDat were reviewed. Since counseling is such a diverse group Veronica suggested that they work in groups and contact her for assistance by group. SSPBT — Send email offering assistance concerning mechanics of program
			review on TracDat to Stacey Cook after March 3rd.
Convocation	D/A	All	Date: March 3
			ICC Focus: Communication and Expression Title: Thinking Without A Poy. The Poy. of Imagination
			Title: Thinking Without A Box: The Power of Imagination. Location:
			Opening general session will be held in VPAC. Tony Arellano is
			contact person for facility accommodations. Tony Arelliano will be
			sent final script for lights, music, projection.
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			Rooms AT204 and AT 205 reserved all day; MCC 14 & MCC 17 reserved from 10:00 am until 12:15 pm.
			Lunch in A & B Conference Rooms of Hinson Center
			Advertising:
			RSVP Form: Link is on Flyer and link will be added to our
			website
			Flyer: Mary will have these for each Division (distribute on Thursday 2/23) and some to post on day of.
			Program: Format and wording was finalized. Mary will update and print on February 27.
			Follow-up email: Mary will send Sunday night, February 26
			Follow-up emails to faculty and staff: February 20th and
			February 26th
			Gift cards to be donated by SLO Core Team for student presenters;
			Amy and Mary

Review Script for General Session

Notes from Tony:

- ➤ On Thursday, March 2, Tony wishes for all presentation slides/videos/etc to be on one USB stick to be used from VAPAC's computer.
- ➤ Table Yes on table for Ken's presenters. Mary will ask Ken to have work on slide since using a DocCam is not practical.
- ➤ 4.5 minutes for projector screen to go up before Vernon's Dancers. Thus, we should have no projections after Vernon.
- Appendix H posted on SLO website:
 http://www.deanza.edu/slo/convocations/2017_convocation.htm
 1
- ➤ Outcome for morning general session and breakout sessions: Participants will be able to identify one new way to foster creativity through assessments.
- ➤ Coleen to find out if the funds will be there to offer LOAC reward for 2017-18.
- ➤ Toño will reach out to Communications Office in order for us to have someone video the General Session and take pictures throughout the day.

Break out Session

10:15 – 11:00 am

- Cecilia Deck & Diana Argabrite MCC 14 "Expressing opinions in art and in writing for publication: Public acts of courage."
- Toño Ramirez & Lori Clinchard MCC 17 "Fostering 'Beginner's Mind': Assessing Creativity, Creatively Assessing"

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	adjunct faculty in fulfilling SLO work.	contractual obligation in regards to		
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	Break out Session III and after	noon		
		43 1:00 – 1:50 pm "The Power of and Listening Skills in Service		
	Instructional areas: Departmen	tal work on Program Review.		
	Assistance available in AT 205 f	rom 1:00 – 4:00 pm.		
	Student Services : Program Revi 204 from 1:00 – 4:00 pm.	ew work. Assistance available in AT		



SLO Core Team Meeting Minutes

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Tuesday, February 28, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes	
Annual Report	I/D/A	Mary, Mallory	Answers to SLO questions for the ACCJC Annual report were submitted to Mallory	
Accreditation	I/D/A	Mallory, Toño	Toño will attend the next meeting this coming Thursday. The main agenda item will be the Quality Focus Essay.	
AUO/SSLO	I/D	Veronica	SSLO and AUO areas are reaching out to Veronica. Those heading these areas have now been in their positions long enough to now turn their attention to assessment work. It should be said that Veronica has consistently informed them over time that she was ready and willing to meet with them. Veronica met with Admission and Records including Tamica Ward. She has also met with Michele Lebleu Burns and Rob Mieso to assist with refining outcome statements and to suggest methods of assessment in addition to the survey. Susan Cheu and Pippa have created a program review form for their area. Veronica reviewed this form. It is undergoing a few final tweaks. Mary has discussed with Pippa that she will create the boxes in track	
SLO Workshop	I	Mary	as soon as the form is finalized. 1st Year Experience for Tenure Track Faculty: SLO's; February 28, 2017 from 12:30 – 1:20 pm, MLC-243 Faculty & Staff Computer Lab. First 10 minutes will be presentation by Mary Bennett	
Program Review	I/D	All	SSPBT – Send email to Stacey Cook after March 3 rd . IPBT – No items concerning SLO work at this time.	

			Academic Senate: Mary reminded all about 2017 Convocation at 2/27 meeting and answered a few questions about Program Review.
Convocation	D/A	All	Table for registration; Programs will be meal ticket and evidence of PAA/PGA.
			Date: March 3
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