



SLO Core Team Meeting Minutes

Present: Amy Leonard, Jim Nguyen, Mary Pape, Toño Ramirez,

Tuesday, May 2, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Minutes	I/D/A	All	Minutes for April were approved. Mary will post to website.
Accreditation	I/D/A	Mallory, Toño	The self-study with special emphasis on the Quality Essay will be presented to each Governance group. Input will be accepted through May 30 th .
SLO Assessment Support Efforts	I	Mary	<p>Workshops Workshops are held in ATC building in AT 204:</p> <ul style="list-style-type: none"> • Thursday, April 20 3:30 – 4:00 pm: Attendees were Alex Morgan, Clare Nguyen, and Hannah Nicklas. Mary placed certificates in their mailroom boxes. • Thursday, April 20, 6:00 – 7:00 pm: No attendees • Thursday, May 18 3:30 – 4:00 pm • Thursday, May 18, 6:00 – 7:00 pm <p>Registration is available at: https://goo.gl/forms/jIn08nyBpfps3r7s2</p> <p>June workshop dates will be added.</p> <p>Attendance at Division/Department Meetings Mary attended Division Meeting IIS on Friday, April 21. Focus was on ICS Department. Present from ICS were Marc Coronado, Michael Chang, and Juan Gamboa. Assignment via email, use of SLOAC worksheet to collect data, and entering assessment directly into TracDat were demonstrated. Running of reports was also discussed.</p>

			<p>SLO statements to be integrated with Canvas by Fall 2017.</p> <p>SLO Office Hours Posters to advertise SLO Office Hours are in Division offices and on the door of the Academic Senate Office.</p> <p>Communications/Newsletter/Emails Next Newsletter to be published by May 15 will contain the following: Honest disclosure article to be written by Toño (Theme: Do you wish to complete SLO/PLO assessments before visit or wait to we get nasty letter and be under pressure of doing</p> <p>Dates, times and location along with registration link of workshops for May and June.</p>
Program Review	I/D	All	Equity Reports for each instructional department along with a summary report for all instructional departments were sent to Veronica Neal and the Office of Equity. Individual departmental equity reports will be posted on the Office of Equity website.
SLO Process Framework	I/D/A	All	Expanding the SLO Coordinators from 3 to four is being considered. While the liaison model served us well up through 2015-16, with the advent of other focuses (Equity Plan, SSSP, Star Fish Early Alert, etc.) finding new liaison volunteers is difficult. Thus, the model will be changed to areas being assigned to specific SLO Coordinators. Coordinators will contact department chairs or leads to be placed on the agenda.



SLO Core Team Meeting Minutes

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

Tuesday, May 9, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	Mallory, Toño	<p>Action Plan #3 which pertains to SLOs was discussed. Since Nuventive has given no hint that they intend to provide any tool on TracDat to integrate the assessments with Program Review, a substitute statement for the first bullet point was drafted:</p> <p><i>Continue the college’s commitment to Student Learning Outcomes work at all levels: SSLO, SLO, AUO, PLO and ILO. (Standard I.B.2)</i></p> <p><i>Continue to refine the data collection system for Outcomes Assessment (TracDat) with an aim toward more easily integrating assessment data in program review documents.</i></p> <p><i>More closely align assessment requirements with our 5-year curriculum review process, so as to ensure consistent and ongoing assessment work</i></p> <p><i>Make the data submission process easier through steps such as encouraging use of the “Assignments” feature in the TracDat system.</i></p> <p><i>Work with Nuventive, the TracDat developer, to improve reports generated by the system.</i></p> <p><i>Promote the need for ongoing assessment cycles through regularly scheduled workshops in conjunction with the Office of Professional Development, as well as Opening</i></p>

			<p><i>Day activities and workshops, weekly “dropin help” office hours for faculty, and the annual convocation.</i></p> <p>As part of the implementation of this plan to align assessments with Curriculum revisions, we will open a conversation with the Curriculum Committee focusing on assessment of SLOs being a piece of the revision process. This might entail including print out from TracDat showing completed assessments and/or sign-off by SLO Coordinator.</p>
SLO Workshops	I	Mary	<p>Remaining Spring Workshops:</p> <ul style="list-style-type: none"> • Thursday, May 18 3:30 – 4:00 pm, AT 204 • Thursday, May 18, 6:00 – 7:00 pm, AT 204 • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab • Thursday, June 8, 3:30 – 4:00 pm, AT 204 • Thursday, June 8, 6:00 – 7:00 pm, AT 204 <p>Registration is available at: https://goo.gl/forms/jIn08nyBpfps3r7s2</p>
Assessments	D/A	All	<p>Next Newsletter containing notice about workshops and article SLO Standards: Where We Are, and How We Can Move Forward authored by Toño will be sent out by Friday, May 12th.</p>
SLO Process Framework	D/A	All	<p>In keeping with the new SLO model, coordinators will contact department chairs or leads to be placed on the agenda. The following contact map has been agreed upon: Mary: Bus/CS/AppTech and PSME (oversight of TracDat) Toño: IIS and SSH Amy: Creative Arts, Language Arts, and Physical Education Veronica: Student Service (SSPBT) and AUO (FCOPBT) areas</p> <p>We will continue with the LOAC Award. Toño will reach out to individuals to apply.</p>
Opening Days	I/D/A	All	<p>We will request time to prepare faculty for accreditation visit by reminding them to include SLO statements on their syllabus and to</p>

			<p>make sure that both they and their students are conversant with the outcomes for the course. Campus wide, all Deans, Directors and staff should be familiar with outcome statements applicable to their area and the method(s) with which these outcomes are assessed.</p> <p>“Show” webpage to direct people to best practices was discussed.</p>
Annual Shared Governance Reflection	I/D/A	All	<p>There are two questions. SLO Core Team’s responses were discussed. Mary will submit the responses at : http://irp.fhda.edu/cgi-bin/rws5.pl?FORM=SharedGovAnnReflec by June 9, 2017.</p> <p>1) . Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, Institutional Core Competencies, and commitment to equity?.</p> <p><i>Convocation with focus on ICC along with assessments of course and program outcomes including reflections and enhancements contribute to equity goals. SLO, PLO, SSLO, and AUO assessments ensure that the school continually improves learning environment and support services for the students in keeping with our Mission.</i></p> <p>2) Reflecting on your governance group’s processes and practices over the past year, what has been working and what changes do you plan to implement over the next academic year to ensure continuous improvement?</p> <p>Expanding the SLO Coordinators from 3 to four is being considered. While the liaison model served us well up through 2015-16, with the advent of other focuses (Equity Plan, SSSP, Star Fish Early Alert, etc.) finding new liaison volunteers is difficult. Thus, the model will be changed to areas being assigned to specific SLO Coordinators. Coordinators will contact department chairs or leads to be placed on the agenda.</p> <p>Communication has increased with Instructional Division Deans and</p>

			<p>Division Assistants. SLO Newsletters and other SLO communications are sent to Division Assistants and/or Deans who then disseminate then to their program's faculty.</p> <p>Using TracDat as the collection of responses for the program review has been expanded from the IPBT to now include appropriate questions, boxes, and instructions for each: the program review of areas within purview of Student Services Planning and Budget Team and the program review of areas within the purview of Finance and College Operations Planning and Budget and Budget Team.</p>
Flex Calendar	I/D/A	All	Mary will update responses from 2016-17 submission.



SLO Core Team Meeting Minutes

Present: Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape,
Tuesday, May 16, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	All	Draft of the Institutional Self-Evaluation Report has been posted. Amy will attend the Town Hall meeting Thursday, May 18, from noon to 1:00 pm in Admin 109.
SLO Workshops	I	Mary	Remaining Spring Workshops: <ul style="list-style-type: none"> • Thursday, May 18 3:30 – 4:00 pm • Thursday, May 18, 6:00 – 7:00 pm • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab • Thursday, June 8, 3:30 – 4:00 pm, AT 204 • Thursday, June 8, 6:00 – 7:00 pm, AT 204 https://goo.gl/forms/jIn08nyBpfps3r7s2 SLO statements to be integrated with Canvas by Fall 2017.
Assessments	D/A	All	Newsletter sent as attachment through Division Assistants with Deans cc'd.
SLO Process Framework	D/A	All	Expanding the SLO Coordinators from 3 to four is still in process.
Annual Shared Governance Reflection	I/D/A	All	There are two questions for SLO Core Team. Mary submitted the following responses at : http://irp.fhda.edu/cgi-bin/rws5.pl?FORM=SharedGovAnnReflec on May 16, 2017
Flex Calendar	I/A	All	Mary will update responses from 2016-17 submission.



SLO Core Team Meeting Minutes

Amy Leonard, Mary Pape, Toño Ramirez,

Tuesday, May 23, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
LOAC Award	I/D	Toño	Shagun and Donna are working on their LOAC application and should have it in by the May 31 st due date.
Accreditation	I/D/A	All	<p>Draft of the Institutional Self-Evaluation Report has been posted.</p> <p>Amy attended the Town Hall meeting Thursday, May 18, from noon to 1:00 pm in Admin 109. Due to the fact that the same presentation has been made to each Governance group, Amy was the only attendee other than the presenters.</p> <p>“Showcase” page to be clicked to from the top of the main SLO webpage. Toño will reach out to Alex Harrell to model the page after the page of De Anza Civics Watch that he authored: http://www.deanza.edu/civicswatch</p>
SLO Workshops	I	Mary	<p>Spring Workshops #3 and 4 attendees:</p> <ul style="list-style-type: none"> • Thursday, May 18 3:30 – 4:00 pm Attendees: Seema Gupta (PT CIS), Lisa Mesh (PT Math), Greg Stachnick (PT Math), Shu Huar Yeh (PT CIS) • Thursday, May 18, 6:00 – 7:00 pm Nina Danilova (PT Math), George Krestas (FT Math), Terrence Mullens (FT Meteorology), <p>Future planned workshops:</p> <ul style="list-style-type: none"> • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab • Thursday, June 8, 3:30 – 4:00 pm, AT 204 • Thursday, June 8, 6:00 – 7:00 pm, AT 204

			<p>Sign up: https://goo.gl/forms/jIn08nyBpfps3r7s2</p> <p>Mary announced to the Academic Senate: “SLO Coordinators Mary Pape or Toño Ramirez are available to help faculty with student learning outcomes assessments. Department Chairs are encouraged to invite them to Department meetings. For more information contact Mary Pape at papemary@deanza.edu .”</p>
SLO Process Framework	D/A	All	<p>Expanding the SLO Coordinators from 3 to four is still in process.</p> <p>Meeting with L Ranck on 5/30/2017</p>
Summer Tasks	I/D/A	All	<ul style="list-style-type: none"> • SLO statements to be integrated with Canvas by Fall 2017. • Prepare (collaborating with Heidi) training sessions for completing • Update TracDat • Gather department chair names • Website updates
Flex Calendar			<p>Mary submitted the SLO/SSLO/AUO responses to 2017 Flex Calendar to L. Ranck.</p>



SLO Core Team Meeting Minutes

Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape, Toño Ramirez,
Tuesday, May 30, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
LOAC Award	I/D	Toño	<p>The Speech Department has submitted an application to receive the LOAC award. We view the submission as most worthy of the award.</p> <p>The Speech Department formally incorporated information literacy, an institutional core competency, into all sections of our GE SPCH 1 and SPCH 10 courses effective fall 2016.</p> <p>In a recent survey completed by seventeen of our twenty Speech Communication faculty (full and part time), 100% requested additional help and resources to support extensive program changes.</p> <p>The awarding of LOAC award to the Speech department will be 1) announced in the final SLO Newsletter for Spring 2017, and 2) announced during opening day.</p>
2017-18 Academic Year SLO Plan	I/D/A	Amy, Mary, Toño, Veronica	<p>Amy, Mary, Toño, and Veronica met with Christina Espinosa-Pieb and Lorrie Ranck pm Wednesday May 30, 2017.</p> <p>Decision was to add Amy as another coordinator and to increase release time for Mary Toño.</p> <p>The team’s proposed model of each Amy, Mary, and Toño being responsible for certain divisions was approved.</p> <ul style="list-style-type: none"> • Toño was create and maintain a spreadsheet shared on Office 365 listing each department’s progress. This document will be as dynamic as feasible.

			<ul style="list-style-type: none"> • Toño will draft email to be sent to department chairs offering SLO retreats. Perks to include food, PAA/PGA credit, and a promise that assessment work will actually be completed at the meeting. Time length suggested is 3 to 4 hours. Departments may contact Amy, Mary or Tono to arrange such a retreat anytime between now and July 6th. • Separate retreats are to be held for SSLO and AUO areas. • Newsletter should include more articles on authentic assessments • For Opening Day there is a suggestion to hold department meetings focused on SLO assessments after the Division meetings. If a department has completed their work, then no such meeting would be necessary.
SLO Workshops	I	Mary	<p>Future planned workshops:</p> <ul style="list-style-type: none"> • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab • Thursday, June 8, 3:30 – 4:00 pm, AT 204 • Thursday, June 8, 6:00 – 7:00 pm, AT 204 <p>Sign up: https://goo.gl/forms/jIn08nyBpfps3r7s2</p>
<ul style="list-style-type: none"> • Summer Tasks 	<ul style="list-style-type: none"> • I/D/A 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • SLO statements to be integrated with Canvas by Fall 2017. • Prepare (collaborating with Heidi) training sessions for completing SLO assessments on Canvas • Update TracDat • Add reports to “All Instructional Division” • Gather department chair names • Website • Mapping within such areas as FYE

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