



SLO Core Team Meeting Minutes

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

Thursday, Dec 3, 2015, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
November 2015 Minutes	D/A	All	November minutes were approved and will be posted on SLO website
Program Review Document	I/D/A	All	The Program Review Document was approved by IPBT at their November 24, 2015 meeting (http://www.deanza.edu/gov/IPBT/notes/IPBTNotes11_24_15.html) Mary will schedule workshops for Thursday afternoons and Fridays. Workshops will be held in the MLC.
First Year Faculty Experience workshop on SLOs	D/A	Mary	Mary and Toño will present workshop for first year tenure candidates on March 18, 2016 from 1:30 – 2:20 pm. Description of workshop: “At this workshop an overview of the SLO Assessment Process will be presented. Participants will be guided through the log-in procedure to their TracDat accounts (emailed to new faculty during Fall). The group will then enter either mock or real assessment materials for one of the SLO statements for one of the classes taught during a previous quarter, and finish the session by generating a report on SLOACs (student learning outcomes assessment cycle) for their department/area.”
Partners In Learning Conference	I/D	Toño	Toño submitted the following workshop proposal on behalf of the SLO Core Team. <u>Title:</u> How ‘One More Thing’ Can Lead to ‘Far Fewer Things’: Assessment as a mechanism for managing workload

			<p><u>Abstract:</u> A common concern about the ongoing requirement to assess learning outcomes on our campus pertains to stress and schedule management. The worry, in short, is that the time spent on assessment compounds a workload that, for many faculty and staff, already exceeds reasonable expectations.</p> <p>In this workshop, De Anza's SLO Coordinators will use examples to illustrate the possibility that an investment in authentic outcomes assessment work can in fact serve to maximize efficiency, making our work load <i>more</i> manageable than it might otherwise be. We will also discuss possibilities for using assessment work to re-discover the elements of our teaching practice that most invigorate us. Paradoxical though it may seem, we hope to show that by incorporating serious outcomes assessment into our pedagogy, we can turn 'one more thing' into a more sustainable workload. Rather than taxing us further, this work can yield work that is in many ways easier and more rewarding, both for teachers and students.</p>
Assessment of Short Courses	I/D/A	Mary	<p>Possible solutions to fulfill the requirement of assessing community education classes were discussed. The following were tentatively decided upon:</p> <ol style="list-style-type: none"> 1) Change the name of Dept – (CE) Short Courses to Dept – (CE) Short Courses and Extended Year. This area will be changed from SSLO to SSLO (hybrid). A generic short course will be added along with a general SLO statement since there are many short courses offered on many different topics and the courses change frequently. To relate the assessment to the course it pertains to, two custom fields will be added to the assessment data summary page: name of course and description of course. 2) Keep Planetarium as a SSLO area. <p>Mary will meet with Michael Heggland again to make sure that this</p>

			plan can be implemented and also to on assessment needs in regards to non-credit fee-based online courses and the Fitness Center Membership program.
TracDat	I/D/A	Mary	Department – General Information page has been updated with custom fields and new instructions for the Program Review.
AS SLO Sub-group	I/D/A	All	<p>Toño and Mary met with Mayra Cruz, Randy Bryant, and Paul Setziol on December 2nd to discuss the feasibility of forming within the Academic Senate a SLO Sub-group to assist in evaluating the SLO process. The rubric to evaluate SLOACs was suggested as a tool for this endeavor. The AS officers, while seeing this as a well-intentioned effort, had concerns that the application of the rubric and perhaps the sub-group itself could morph into something punitive for faculty.</p> <p>After discussion the core team will withdraw its request for AS sub-group. Instead the rubric will be offered as a tool to faculty through SLO Core Team members and the SLO liaisons. Its use will be totally voluntary. In addition, consideration will be given to adding a workshop on the application of this tool at the 2016 Convocation.</p>
Newsletter	I/D/A	All	<p>December Newsletter was reviewed:</p> <ul style="list-style-type: none"> • Shout out that 50% of all outcomes at both course and program levels need to be assessed for a minimum of a second time by the end of Fall 2016 quarter. • Links to helpful assessment documents • Program Review document update • “Save the Date” for 2016 Convocation. Since the newsletter is sent to faculty only, a special “Save the Date” bulletin will be sent to all staff during the beginning of Winter 2019.