



SLO Core Team Meeting Minutes

Veronica Avila, ~~Anu Khanna~~, ~~Coleen Lee-Wheat~~, Amy Leonard, ~~Mallory Newell~~, ~~Jim Nguyen~~, Mary Pape, Toño Ramirez,  
**Thursday, October 5, 2017, AT 203C, 8:30 – 9:20 am**

TOPIC	Purpose	LEADER	Notes
September Minutes	D/A	All	September minutes were approved. Mary will post.
SLO and Curriculum Committee	I/D/A	All	Fall will be time that Tono will bring our “asks” to the Curriculum Action Committee. 1) Layout courses due for revision for the next five years, and 2) Place a SLO assessment piece in the course revision process. The latter could be simply a checkbox on the front page that each SLO outcome had been assessed within the last five years or attaching a copy of the most recent assessment for the SLOs.
Newsletter	D	All	First issue for 2017-18 was sent out first week in October. Included were: <ul style="list-style-type: none"> <li>✓ Link to summary of assessment progress</li> <li>✓ Incentives to Lure your Students to Attend Class with link to form to collect ideas. Here are the ideas collected.</li> </ul> Face-to-face class: <ul style="list-style-type: none"> <li>• Participation Questions. I give a question at the beginning of each class that the students answer on a sheet of paper, turn in, and then share to the rest of the class. I make it worth 2 points (which adds up to about 10% of the student's total grade): One point for doing it, and one point for doing it on time.</li> <li>• Have treats in your office. Implement an online appointment maker so students can schedule meetings with you online</li> <li>• Participation Questions. I give a question at the beginning of each class that the students answer on a sheet of paper, turn in, and then share to the rest of the</li> </ul>

			<p>class. I make it worth 2 points (which adds up to about 10% of the student's total grade): One point for doing it, and one point for doing it on time.</p> <p>Online class</p> <ul style="list-style-type: none"> <li>• I make commenting on another student's discussion forum answer a grade requirement. This way, the students have to look at at least one other person's post and comment on it (and I tell them that "Cool," or "Nice Story," etc... don't count).</li> <li>• I make commenting on another student's discussion forum answer a grade requirement. This way, the students have to look at at least one other person's post and comment on it (and I tell them that "Cool," or "Nice Story," etc... don't count).</li> </ul> <p>✓ Article: Do your students know their SLOs?  ✓ Article What's new in TracDat Improve?  <a href="http://www.deanza.edu/slo/tracdat/Assign%20an%20assessment%20without%20attaching%20to%20method.pptx">www.deanza.edu/slo/tracdat/Assign%20an%20assessment%20without%20attaching%20to%20method.pptx</a></p>
Workshops	D/A	All	<p>SSLO/AUO October 5, 2017  Presentation will be posted</p> <p>SLO  Tuesday 2:30 – 3:20 (date TBD)  Thursday 2:30 – 3:20 (date TBD)</p>
Accreditation Visit	D	All	<p>Faculty members are now convinced of the cyclic nature of the process and are committed to maintaining the sustainability of the process.</p> <ul style="list-style-type: none"> <li>• Adjunct faculty now have responsibilities stated in 2016-19 FHDA Agreement under article 7, section 25.</li> <li>• To ensure cyclic nature and meaningfulness SLO Coordinators have commenced a conversation with Curriculum to include SLO assessments as an integral part of the 5-year course revision</li> </ul>

			<p>process.</p> <ul style="list-style-type: none"><li>• Liaisons were effective in guiding faculty in setting up the SLO process and, in particular, in establishing meaningful SLO statements that were assessable and in ensuring that the data was correctly entered into the data collection system. Now with the ability to send out assignments with or without a method already in place, liaisons model was retired but the number of coordinators was increased by one. While all four coordinators will answer any doubts that anyone raises, each of the four coordinators is assigned to specific areas when it is appropriate to reach out to the faculty.</li><li>• Convocation is entrenched as a campus event. It is expected to happen. After the general session in the morning which focuses on an ILO, the afternoon is seen as a time for departments to work on assessments and the Program Review. This provides for systematic approach to cyclic assessment of ICCs.</li><li>• Staff within the SSLO and AUO areas are attending workshops on SSLO/AUO workshops in greater numbers</li><li>• Administrative support is comprehensive. They are kept informed of their Division's progress.</li><li>• The entire process is faculty driven. Innovation is encouraged.</li><li>• Outcome assessments are integrated into program review process. Program Review document is completed on TracDat for all three PBTs. This has led to good dialogue between faculty and staff in the assessment process. It has been a unifying concept. We are all assessing outcomes although from different viewpoints but with united purpose of improving the student experience on campus. The program review is where a department or area begins their request for faculty, staff, and other resources. These requests must be supported by data and SSLO/SLO/AUO assessments provide the preferred supporting data.</li><li>• SLO Coordinators are members of shared governance groups: Academic Senate, Curriculum Committee, IPBT</li></ul>
--	--	--	---

			We do appreciate that we need to adopt a robust process by which to assess our work.
--	--	--	--



SLO Core Team Meeting Minutes

Veronica Avila, ~~Anu Khanna~~, Coleen Lee-Wheat, Amy Leonard, ~~Mallory Newell~~, ~~Jim Nguyen~~, Mary Pape, Toño Ramirez,

Thursday, October 12, 2017, AT 203C, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
<p>Accreditation Evaluation Team Exit Report</p>	<p>I/D/A</p>	<p>All</p>	<p>The SLO team anticipated much of what the visiting accreditors identified as recommendations regarding our Outcomes Assessment process. Two ‘problem areas’ in our current Outcomes processes were identified that relate to the curriculum process:</p> <ul style="list-style-type: none"> <li>• Currently there is no effective mechanism in place for ensuring that the SLOs that appear on course syllabi are consistent with those on the Course Outline of Record.</li> <li>• Currently there is no formal mechanism in place for reviewing/evaluating the SLOACs (Student Learning Outcomes Assessment Cycles) that our faculty have documented.</li> </ul> <p>Proposed solutions:</p> <ol style="list-style-type: none"> <li>1. Create an addendum form that faculty initiators can use to change the SLOs on the COR without having to undertake the entire revision process It is Toño’s understanding, per conversations he had at this summer’s Curriculum Institute, that several other colleges deal with SLO changes in this way.</li> <li>2. An additional document be required as an attachment to all Course Revision submissions. The document would require the signature of a member of the SLO committee, which would be contingent upon the following:               <ul style="list-style-type: none"> <li>• The initiator would provide evidence of a completed SLOAC for each SLO on the current COR during the previous revision cycle (i.e., a documented assessment in TracDAT no older than five years for each SLO)</li> </ul> </li> </ol>

			<ul style="list-style-type: none"> <li>The SLO team would, along with the signature, provide recommendations pertaining to these SLOACs. Recommendations would be grounded in the rubric posted at <a href="https://www.deanza.edu/slo/pdf/SLOAC_PLOAC_Rubric.pdf">https://www.deanza.edu/slo/pdf/SLOAC_PLOAC_Rubric.pdf</a>.</li> </ul> <p>Student learning Outcome statement on COR and in TracDat must be identical and must appear on the syllabus for each and every course. It is the responsibility of the Dean to ensure that both full and part time faculty fulfill this and their other responsibilities in regards to SLO process work. For full time faculty, the directive is part of the “Appendix J1 Administrative And Peer Evaluation Form”; for part-time it is Article 7.25 of the contract.</p>
Workshops/Office Hours	I/D/A	All	<p>Veronica presented overview of SSLO process to SSPBT on October 5, 2017. Presentation is posted on SSLO page of SLO website.</p> <p>Office hour visitors Week of 10/2/2017:  Craig Norman  Donna Stasio</p>



SLO Core Team Meeting Minutes

Veronica Avila, ~~Anu Khanna~~, ~~Coleen Lee-Wheat~~, Amy Leonard, ~~Mallory Newell~~, ~~Jim Nguyen~~, Mary Pape, Toño Ramirez,  
**Thursday, October 26, 2017, AT 203C, 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
SLO Core Team Meeting Time	D/A	All	The Thursday meeting time conflicts with Technology Committee meetings, SSPBT meetings, CAT meetings, and STEM events. Thus, the meeting time will be moved to 1:30 – 2:20 pm on Tuesdays.
SSLO/AUO	I/D	Veronica	<p>Veronica was elected by the Academic as non-voting faculty member to the Student Services Planning and Budget Team.</p> <p>Veronica will be meeting with the following individuals during the week of October 30, 2017. She will assist each with outcome assessments as appropriate:</p> <ul style="list-style-type: none"> <li>Pam Grey - Assoc VP, College Operations</li> <li>Tony Arellano - Campus Facilities Rental Coordinator</li> <li>Duc Nguyen – Postal Services Assistant</li> <li>Patrick Ganon - Director, Campus Center</li> </ul> <p>In regards to Finance &amp; College Operations, Veronica regular communicates with Susan Cheu and Pippa Gibson concerning assessment of AUOs.</p>
Accreditation Visit	I/D/A	All	<p>Toño presented two 'asks' to the Curriculum Action Team:</p> <ul style="list-style-type: none"> <li>(1) The Addendum form to change SLOs</li> <li>(2) An additional matrix/appendix that would require a SLO team signature in order to renew curriculum</li> </ul> <p>(1) Christina expressed some concern about the first idea, noting that the Chancellor's office has been reluctant to look at curriculum revisions more often than at 5-year intervals. Her worry is that if we</p>

			<p>begin to inundate them with COR changes because of this new addendum, they'll resist/refuse to process the changes. She did not outright squash the idea, however, and did agree that it would be an elegant solution to the ACCJC recommendation. Given this, Toño will investigate how likely the Chancellor's Office's resistance would be, and whether there might be workarounds. In addition, Toño will reach out to other institutions that use similar mechanisms, and, perhaps they can offer some suggestions. He got the sense that other schools do have a similar addendum form when he attended the Curriculum Institute last summer. In particular, he will reach out to Mt. SAC Community College, Sacramento City College, and Santa Monica College.</p> <p>(2) The group did not express any resistance to creating an appendix requiring a SLO team member's signature as part of the curriculum process.. Christina seemed to think it would go a long way toward establishing the kind of documented SLO-Curriculum connection that the ACCJC wants to see. Mi Chang has indicated that she'll be happy to help us to create such an appendix, and Lorrie Ranck suggested that we model it off of the one that she developed for online/hybrid curriculum.</p>
SLO and Canvas	I/D/A	All	<p>SLO statements can be loaded into Canvas organized by department or uploaded.</p> <p>Through the use of a simple rubric the outcome maybe be connected with assignments and/or quizzes. Thus, the assessment is integrated with the feedback to the student for the assignment or quiz.</p> <ul style="list-style-type: none"> <li>• Load SLO statements into Canvas to facilitate assessment through regular assignments and/or quizzes</li> <li>• Prepare (collaborating with Heidi) training sessions for completing SLO assessments on Canvas</li> </ul>
Newsletter	D/A	All	Newsletter to be published via email week of November 6 <sup>th</sup> :



			<ul style="list-style-type: none"> <li>• SLO Workshops</li> <li>• Best practices – upload department notes/minutes to TracDat.</li> <li>• Integrating SLO and Canvas</li> <li>• SLOs &amp; Curriculum: How they are linked and how they are not</li> <li>• Amy: Model Assessment - Film</li> </ul>
Workshops/Office Hours/Meetings	I/D/A	All	<p>Workshops TUESDAY, November 14, 2:30 - 3:20 in AT 312 (Advanced Technology Building, top floor)</p> <p>THURSDAY, November 30, 3:30 - 4:20 in AT 311 (Advanced Technology Building, top floor)</p> <p>Dean Nancy Canter of Creative Arts has reached out for assistance of SLO assessments for the Dance department. Amy has SLO has made suggestions to them on both SLOs and PLOs.</p> <p>Amy has assisted Art to create a sustainable model for assessing all courses. Rocky Lewycky has assessed all outcomes for virtually all the Ceramics courses.</p> <p>Kudos to Rachel Catuiza of PE who has been responsible for seeing that most all assessments are complete for PE.</p> <p>Craig Norman and Nellie Vargas have stopped by during SLO Office hours.</p> <p>Presentations at Department meetings: Mary attended Communication Studies department meeting on October 12, 3:30 – 4:00 pm. Purpose was to guide them in their plan to asses newly created SLO statements. Minutes are posted in the Communication Studies Department area of TracDat.</p>

			Amy Leonard will present and work with ESL at their November 9 <sup>th</sup> department meeting.
--	--	--	--