



SLO Team Meeting:

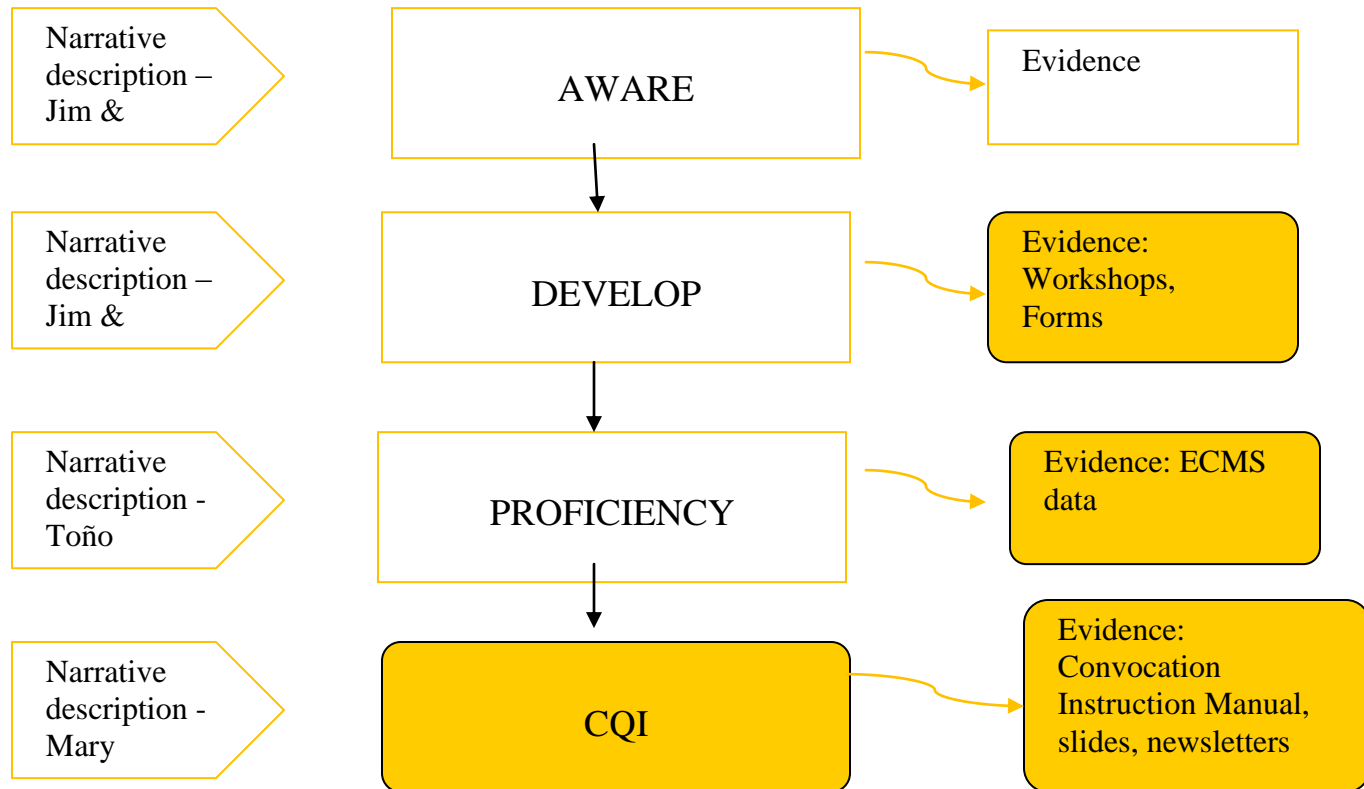
Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: April 7, 2011

Topic	Discussion	Action/Concern
Should Deans have access to ECMS – SLO Reports	Approved	Mary will have Bradley activate the code for this.
Convocation Day	<ul style="list-style-type: none"> • Interpreter • Method for uploading files evidencing departmental work on PLO forms was discussed. Since Catalyst cannot be used and Group Studio is too complicated when considering how departments delegate work, these documents will be e-mailed. • Toño’s presented his “Instruction Manual’ for navigating the convocation. Slide Presentation for Convocation was aligned with “Instruction Manual”. • Registration: How should we register those faculty who will <i>not</i> be using a Flex Day form to attend the meeting (i.e. faculty who do not teach on Fridays)? • Food logistics: Breakfast will ideally consist of coffee and tea, bread/coffee 	<ul style="list-style-type: none"> • Mary will contact Donna Bradshaw concerning interpreter. • Toño will update “Instruction Manual” and have copies ready to hand out at the opening meeting on Convocation Day. Mary will update the slides. Toño to arrange for President Murphy’s opening remarks suggesting first the positive results of SLO work followed by how it is also a necessity for accreditation purposes. • Mary will contact Mary Kay Englen. • Toño will arrange for food with Partrick at food services. Mary will purchase soft

	cake, fruit. Lunch will be sandwiches, chips, soft drinks. Rough estimate for number of attendees is 250.	drinks and chips at Cosco and/or Smart 'n Final.
Front Section for Self Study	Coleen presented plan as presented below.	Jim and Coleen will write "Aware" and "Develop". Toño will write "Proficiency". Mary will write "Continuous Quality Improvement"
TracDat	No further word. Project still stalled in contract negotiations.	
RP Group Conference, April 8, 2011 at Foothill		Coleen, Jim, Mary, and Toño will be in attendance. Mallory is also expected to attend.
Governance	Completing the template will be postponed until after the Convocation Day.	

SLO Front Section Outline





SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: April 14, 2011

Topic	Discussion	Action/Concern
Convocation	<p>Based on information from the RP Group Conference Coleen, Jim, Mary, and Toño attended on 4/8/2011 we understand that the rubric needs to be interpreted for De Anza’s culture. The SLO process needs to be reasonable, meaningful, and systematic in order to be sustainable. Thus, for the PLO process departments and/or learning areas may choose to group programs according to similar Program Level Outcome statements.</p> <p>President Murphy is scheduled to stop by.</p>	<p>Final decisions were made concerning Toño’s Instruction Manual and slide presentation to express the “reasonable, meaningful, systematic” philosophy.</p> <p>Lunch logistics were also discussed..</p>
Front section for Self-Study		<p>Portions (Aware, Development, Proficiency, Sustainability) have been assigned to Jim, Coleen, Toño, and Mary with Coleen taking the lead.</p>
TracDat		<p>No word on exact dates for first meeting.</p>
Governance Template		<p>Postponed to later</p>



SLO Team Meeting:

Anu Khanna, Jim Haynes, Jacquelyn V Reza, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: April 21, 2011

AGENDA TOPIC	Purpose	LEADER	Outcome
Convocation	I/D	Toño & Mary	Attended by more than 150 faculty members. Positive feedback. Assessment of outcomes to be presented to Academic Senate April 25, 2011.
TracDat	I/D	Jim & Coleen	First Training meeting should occur between May 9 and 30.
Newsletter #3	I/D/ A	Mary	Mary –edit all and Mallory’s article on Surveys; Jim: article on SSLO & AUO; article summarizing Convocation day; Toño – calendar of “to do” list;
Front section for Self-Study: “bulleted” list of short summaries	I/D/ A	Coleen	Coleen & Jim will summarize SLO Process before 10/10/2010. Mary & Toño will summarize what has been done since then. Discussed and edited the SLO process steps that had been outlined for midterm report.
Academic Senate Statement regarding faculty evaluation and SLO assessment	I/D/ A	Coleen	Discussed position. Suggestion was given that there always be a SLO Coordinator or Liaison on the Curriculum Committee.
When will SLOAC be made visible on Public side of ECMS?	I/D	Toño	There needs to be “quality control” on statements. This will occur as each course comes up for 5 year review. Each newly approved 5-year update should include SLOs. Thus, the SLOs will be visible to the public as the course outlines are currently.
Governance Template	I/D/ A	Mary	To be completed by April 29.

