



SLO Core Team Meeting Minutes

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

Thursday, Oct 1, 2015, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
Steering Committee	D/A	Toño	Minutes for Wednesday, Jun 24, 2015 meeting were approved. Toño will post to SLO website.
Program Review	I/D/A	Mary	Coleen will inform SLO Core Team when the updated program review document has been approved by the IPBT. TracDat contains the new proposed boxes and is essentially ready except for deleting old boxes and implementing any final updates.
Brainstorm IPBT linking PR to PLOAC	I/D/A	Coleen	Possible agenda items for meeting with the VP of Instruction on Oct 8 th , 2:00 pm (Christina’s office) were discussed. Discussion included the following points: Clarification and guidance will be requested from the VP of Instruction on three main points: 1) Reaching a common definition of “meaningful”. SLO Core Team requests ideas on how to make assessments meaningful and/or to feel meaningful for faculty. Should we and, if so, when should we introduce the idea of quality control? Will the newly developed SLOAC-PLOAC rubric illicit the culture changes we strive for? Is the idea of a task force for this “quality control” a sustainable idea? 2) IPBT has requested a rubric in order to quantify the linking of SLO assessments to resource requests. What should this process look like? 3) If disaggregation of data proves to be desirable and/or mandated then a top-down approach would seem prudent. It is the model

			<p>established at San Jose State University.</p> <p>Mary will formulate a document containing areas requesting information concerning the SLO process on the current updated (yet to be approved) CPR. In this process we will implement Amy’s idea to explicitly call out the faculty response anticipated. Such as “A new faculty position is needed for our department as is evidenced by the assessment . . .”.</p> <p>SLO process and Equity process: We have had plentiful and meaningful discussions with Veronica Neal. Two of our Convocations have centered on equity work. We are looking forward to data from the Office of Equity, Social Justice and Multicultural Education to incorporate into our work of reporting out the campus-wide assessments.</p> <p>The Target Met/Not Met has never been desirable. Amy paraphrased Chancellor Judy Minor’s words in stating that we have not met our target until 100% of our students have achieved our outcomes. Mary will investigate if this box can be hidden from here on out.</p> <p>Options for focus of program assessments included the following:</p> <ul style="list-style-type: none"> • Focus on assessing A-D-Ts since their associated outcomes are overarching. • Basic skills <p>These would also be areas that lend themselves to disaggregating data if that is desirable at a future time. Catalyst/Canvas have means to collect data on the performance on a single outcome connected to a single student.</p>
AUO Workshop	D/A	Veronica	The workshop is scheduled for Friday, October 16 from 8:30 AM until 12 noon in room 243 of the MLC building. Ability to award PGA credit is being investigated.

			<p>Veronica presented the draft of the agenda:</p> <ul style="list-style-type: none"> • Definition of AUO's • Brief overview of the current AUO process • Creating a meaningful and authentic AUO process • Examples of AUO's that need improvement – learning from past mistakes • Examples of exemplary models • Overview of the upgraded TracDat • One-on-one assistance specific to each attendee's area including assistance with running reports, making assignments and entering AUO assessments.
Newsletter	I/D/A	Mary	September SLO Newsletter was sent and received by all faculty as an email through the Academic Senate President's ListServ.



SLO Core Team Meeting Minutes

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

Thursday, Oct 8, 2015, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Workshop	D/A	Veronica	<p>The workshop is scheduled for Friday, October 16 from 8:30 AM until 12 noon in room 2434 of the MLC building. Event is being added to Outlook calendar.</p> <p>Invitees include: Tony Arellano, Mary Clark-Tillman, Susan Cheu, Joe Cooke, Manny DaSilva, Mary Kay Englen, Patrick Gannon, Naoko Harada, Donna Jones-Dulin, Cynthia Kaufman, Lisa Kirk, Jose Menendez, Jen Myher Veronica Neal, Jorge Rodriguez, Vanessa Smith, Marisa Spatafore, Kelly Swanson, Kim Te, Bret Watson.</p> <p>Attendees have been requested to bring any assessment data, binders, etc regarding SLO process work that has been completed “off TracDat”. During the last part of the workshop they will be assisted to input this data into TracDat.</p> <p>During the process of planning this workshop a staff member shared that staff members often do not feel part of the SLO process. We will keep this input in mind as we plan for program review and the Convocation.</p> <p>Toño will assist Veronica with arranging for refreshments for attendees.</p>
Nuventive CalPac	I/D	Veronica,	Veronica attended 9:30 – 11:30 am

<p>Regional User's Group - October 6th</p>		<p>Mary</p>	<p>Mary attended 8:30 am – 10:00 am and from 2:00 - 4:00 pm.</p> <p>In the morning Nuventive representatives and a representative from Ellucian (Banner) explained their products including ActionPoint, iWebfolio, Ellucian perform, and Microsoft SharePoint.</p> <p>The most popular method to use TracDat for collecting program review data remains the use of custom fields on the General Information tab. Future plans do include adding a special tab with ability to keep multiple years but process will remain very similar to the current use of custom fields.</p> <p>Data Tools remains the only solution of disaggregating data. Due to the time intensive process for both the administrator of TracDat to populate the data and faculty to enter results, this does not appear to be a viable solution.</p> <p>In the afternoon Mary presented De Anza’s implementation and use of TracDat and the experience of moving to version 5. In addition Mary discussed particular issues with Paul DeSante, our Nuventive West Coast representative. Some issues of finding data on the new version were resolved, while the following two issues need to be resolved by Nuventive:</p> <ol style="list-style-type: none"> 1) Ad Hoc reports not saving configurations and returning to default state. 2) The calculations of the percentages on the summary report do not represent the chosen subset of courses such only those that have active student learning outcomes. Rather the percentage always represents the number out of the total number of courses whether Special Products, no longer being taught, etc. This issue might not be resolved until Nuventive implements the ability to make the entire course Inactive, Not Currently being taught, etc.
--	--	-------------	---

			The updated Tracdat 5 version (.48) is expected to be released within the next month. In addition to bug fixes the new version will allow administrator to have access to a log showing who made what changes in the system.
This Brainstorm IPBT linking PR to PLOAC	I/D/A	Coleen	<p>Reviewed agenda for meeting on Oct 15th, 2:00 pm, Christina’s office.</p> <p>Considering the definition of “meaningful” as driving resources the SLO Core Team has had input into the formulation of the new Comprehensive Program Review. IPBT has requested a rubric in order to quantify the linking of SLO assessments to resource requests. What should this process look like?</p> <p>Considering the definition of “meaningful” as making the process meaningful for faculty and their students, a rubric to evaluate the authenticity of assessments has been developed. In regards to its implementation the following questions need to be answered:</p> <ol style="list-style-type: none"> 1. Who conducts it? How are the members of the task force chosen? What is their compensation? 2. How are SLOACs/PLOACs chosen to be assessed? At the inception of the process it would seem prudent to choose assessment from areas represented by members of the SLO Core Team. But after that? Should it coincide with Curriculum revision cycle? 3. What should be done with the results of the evaluation of assessments? <p>It should be noted that Speech Communication department has adopted a culture of inquiry in their implementation of the SLO process and dialogue is an integral part of their assessment work..</p> <p>If disaggregation of data proves to be desirable and/or mandated then a top-down approach would seem prudent. It is the model established at San Jose State University.</p>
September Minutes	I/D/A	Toño	September minutes were approved. Toño will post to website.



SLO Core Team Meeting Minutes

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

Thursday, Oct 15, 2015, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Workshop	D/A	Veronica	<p>The workshop is scheduled for Friday, October 16 from 8:30 AM until 11:00 am in room 2434 of the MLC building.</p> <p>Approximately 15 attendees are expected. Light breakfast will be provided.</p> <p>Outcomes for the workshop:</p> <ol style="list-style-type: none"> 1) Attendees will affirm that the AUO statements are indeed focused on what the work of their area is. AUOs are to be updated as needed. 2) For each AUO a means of assessment will be entered. 3) Each attendee will become familiar with the mechanics of entering a data assessment. To the extent feasible authentic assessments will be entered. <p>Veronica has prepared a presentation. Attendees have been requested to bring any assessment data, binders, etc regarding SLO process work that has been completed “off TracDat”. During the last part of the workshop they will be assisted to input this data into TracDat.</p>
This Brainstorm IPBT linking PR to PLOAC	I/D/A	Toño	<p>Reviewed agenda for meeting on Oct 15th, 2:00 pm, Christina’s office. Expected attendees in addition to Christina are Anu, Coleen, Mary, Randy, and Toño.</p> <p>Our discussion with Christina will begin with posing the question</p>

			<p>of her definition of “meaningful:</p> <p>1) definition of “meaningful” as driving resources: If this is the emphasis, the SLO Core Team has had input into the formulation of the new Comprehensive Program Review. IPBT has requested a rubric in order to quantify the linking of SLO assessments to resource requests.</p> <p>SLO Core Team question: What should this process look like?</p> <p>2) definition of “meaningful” as making the process meaningful for faculty and their students. If this is the emphasis, the SLO Core Team has created a rubric to evaluate the authenticity of assessments.</p> <p>In regards to its implementation the following questions need to be answered:</p> <ul style="list-style-type: none"> • Who conducts it? How are the members of the task force chosen? What is their compensation? • How are SLOACs/PLOACs chosen to be assessed? At the inception of the process it would seem prudent to choose assessment from areas represented by members of the SLO Core Team. But after that? Should it coincide with Curriculum revision cycle? • What should be done with the results of the evaluation of assessments? <p>N.B. If disaggregation of data proves to be desirable and/or mandated then a top-down approach would seem prudent. It is the model established at San Jose State University.</p>
Presentation of Data for Accreditation Purposes	I/D	Mary (presenting for Mallory)	Mallory passed on to us an example from Sacramento City College as a model to review when considering the report out of the data collected during the SLO process.

			<p>Main difference from our reports in prior years is that the narrative and numerical data is illustrated with graphs. That is, strengths and weaknesses are seen at a glance.</p> <p>There are a couple points in this model for which we have not collected data. For instance we have not summarized the types of changes that faculty/staff/administrators will implement based on their assessments. We have been collecting this data as a narrative under “Enhancement”. If such summarized grouping is desired a custom field (drop-down list box) will need to be added to the data summary page in TracDat (easily accomplished).</p> <p>The SLO Core Team remains committed that this process remain a culture of inquiry where the authentic dialogue is more important than the number of assessments completed. The task force to evaluate assessments about to be implemented, documentation of conversations held at department/area meetings, and numerous workshops are intended to evidence this authentic conversation.</p> <p>The question remains “Will this be sufficient for ACCJC needs?” We would like to take on the challenge of continuing to define the SLO process to meet the needs of our institution and convince others that this is the way outcome assessments should be accomplished.</p>
--	--	--	--



SLO Core Team Meeting Minutes

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

Thursday, Oct 22, 2015, L76, 6:30 – 7:20 am

TOPIC	Purpose	LEADER	Notes
AUO Workshop	D/A	Veronica, Mary	<p>Agenda of AUO Workshop held October 16:</p> <ul style="list-style-type: none"> • Presentation was short, concise and informative. Narrative for slides was provided by both Veronica and Mallory. This type of interaction makes for engaged audience. • Active Listening Exercise “What makes your job meaningful to you?” Both points to the overarching nature of outcome statements and led to good interaction among attendees. • Work on actually formulating assessments and entering into TracDat. <p>We will adopt the agenda of this workshop for other workshops. Following Amy’s suggestion we made sure that each attendee accomplished a task. Attendees’ feedback was positive. All indicated that the workshop was a productive use of their time.</p> <p>Veronica mentioned that for some it was difficult to actually translate the data collected and create the narrative which we refer to as “Reflection”. To address this issue it is best to separate the data summary, reflection and enhancement from merely entering the information into TracDat. To assist in this division of tasks, a form similar to the ones developed for the assessment of outcomes at the course and program levels will be developed. The questions and the boxes on this word document will parallel those on TracDat to make the entering of data a simple copy and paste.</p>

This Brainstorm IPBT linking PR to PLOAC	I/D/A	Coleen, Mary.	<p>This meeting has been postponed until October 27th at 3:00 pm.</p> <p>Primary topic of this meeting remains to be considering the definition of “meaningful” in regards to the SLO process</p> <p>SLO Core Team has some related and pressing topics to request guidance on:</p> <ul style="list-style-type: none"> • Inclusion of SLO statements in syllabus is mandatory for part-time (7.25) but not so clear for full-time (J1). • Is it permissible for part-time faculty to be lead in assessments on a course that is also taught by full-time faculty? • Ideas on ways to encourage and document dialogue. Google site? Course Studio? • Authentic Assessment Rubric Task: composition, charge, timeline.
ACCJC	I/D/A	Mallory, Mary	<p>Most current SLO statements reside on TracDat and are posted at DeAnza.edu/slo . These are the ones faculty are to include on their syllabi. These may be different from curriculum outlines of record for pedagogical and practical reasons. We encourage faculty to update outcome statements when assessment work indicates that such updates will drive better pedagogy. These updates will not necessarily be in sync with the five-year review process. To mandate immediate change in course outline of record would overburden curriculum committee and articulation office.</p>
Academic Senate Handbook for Department Chairs	D/A	Mary	<p>Mary will incorporate Toño’s suggestions and email updated version to Mayra.</p>
TracDat	I/D/A	Mary	<p>Following enhancements will be implemented on TracDat:</p> <ul style="list-style-type: none"> • Instructions will be added to the box requesting the number of people involved in the reflection and enhancement section. The purpose will be to remind that the dialogue can be with someone who does not teach the class or someone not even in your department or Division. Conversing with

			<p>Chair or Dean each count as one more person involved in the dialogue.</p> <ul style="list-style-type: none"> • Drop-down list box for choosing resources needed. Assessor will be pointed to enhancement section to elaborate on the need(s). • Box on Assessment Summary under Reflection box asking whether the reflection is connected to an enhancement. If so, did the assessment evidence that the enhancement improved student learning? This is in an effort to satisfy the concept of “follow-up”, i.e. did the enhancement better student learning.
Newsletter	I/D/A	All	Next Newsletter: Amy will provide some best practices. Coleen suggested a summary of changes to the Assessment Summary page in TracDat.
2015 Convocation	I/D/A	Mary	<p>Tentative date: Friday, April 22, 2016</p> <p>Tentative ILO: Information Literacy Thoughts on why, who, how:</p> <ul style="list-style-type: none"> • Coincides with the opening of the remodeled library • Shagun Kaur has added information literacy component to courses in speech communication department. • Students being able to navigate registration process • Mathematical literacy – check with Doli Bambhania who has spearheaded work in this area • Business, accounting, applied technology can arrive at methods of assessment in parallel to mathematics literacy • CIS field always calls for incorporating the latest technology to solve the latest problems.
Steering Committee	D/A	Toño	Toño will endeavor to schedule the next meeting for Tuesday of finals week.