



SLO Core Team Meeting Minutes

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

Tuesday, January 9, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
SSLO/AUO	I/D	Veronica	Veronica is the faculty representative to the Student Services Planning and Budget Team. SSPBT meetings are scheduled from 1:30 – 3:00 pm on the following dates: January 18 th , February 1 st in MLC 233. Due to Veronica’s teaching schedule, Mary will attend the meeting on January 18 th and Toño on February 1 st .
Workshops/Office Hours	I/D/A	All	<p>Finals Week Special Workshops were successful. Amy worked with Charles Klein (MATH) and Pati Carobus (ESL).</p> <p>Workshops planned: First Year Experience (FYE) Mar 13, 2018 from 3:30 – 4:30 pm Program Review for Chairs will be scheduled for Wednesday, January 24 from 1:30 – 2:20 in AT 205 and on Thursday, January 25, from 3:00 – 4:20 in AT 205.</p> <p>Office Hours in Academic Senate Office (Admin 117)</p> <ul style="list-style-type: none"> • Wednesdays 4:00 - 5:00 pm • Thursdays 10:00 - 11:00 am
Newsletter	D/A	All	<p>Next newsletter will contain the article:</p> <ul style="list-style-type: none"> • Objectives and Outcomes: How Are They Related, and How Are They Different • Save the Date message for the Convocation • Ideas for assessing PLOs such as Exit Survey. Amy will ask Russell (Chair of Speech Department) to share how they assess their Program Level Outcomes. • Program Review

2018 Convocation	D/A	All	<p><i>2018 Convocation set for Friday, March 2, 2018.</i></p> <p>Confirmed: VPAC for 9:00 – 11:00 am. However, since the plan is to also have a lunch time presentation focused on equity Toño will check for the availability of Hinson Center Conference Rooms A & B for the entire day.</p> <p>Possible titles for Convocation:</p> <ul style="list-style-type: none"> • SLO Foods • Growing with SLOs • Cultivating with Student Learning Outcomes • Nurturing with Student Learning Outcomes <p><i>Nurturing with Student Learning Outcomes</i> was chosen as the Title for the Convocation, the ICC to be focused on will be: <i>Civic capacity for global, cultural, social and environmental justice.</i></p> <p><i>Presenters at the morning general session:</i></p> <ul style="list-style-type: none"> • <i>Dining Service and Environmental Studies vegetable growing project for Pho noodle dishes under the direction of Patrick Gannon, Campus Center Director, and Alicia De Toro, Environmental Studies instructor. Alicia is using the vegetable garden project as an opportunity to have students learn about food insecurities. The students plant vegetables, harvest them, and collect seeds while being on the alert for opportunities to promote Social Justice. (40 minutes) Point person: Veronica (since Patrick will be at a conference during the convocation, Veronica will ask for someone from Dining Services to represent him)</i> • <i>LOAC Award: Community Studies will present their story after receiving the 2017 LOAC award. We will reach out to the Film department and to Nursing department encouraging each to apply for 2018 LOAC award. (10 minute presentation) Point person: Mary</i>

		<p>Break-Out Sessions</p> <ul style="list-style-type: none"> • <i>Advocacy Work (Jim Nguyen and Bob Stockwell) Point person: Toño</i> • <i>VIDA Classes (Cynthia Kaufman) Point person: Dawn</i> • <i>IMPACT AAPI http://www.deanza.edu/impact-aapi/ (Michael Chang) Point person: Dawn</i> • <i>Computer Information Systems partnership with Google (Ron Kleinman) Point person: Mary</i> • <i>SLOs for Adjunct faculty (Amy Leonard)</i> • <i>Program Review, PLO assessments, SLO Assessments (Mary Pape)</i> • <i>SSLO/AUO Workshop (Veronica Avila)</i> <p>Lunch:</p> <ul style="list-style-type: none"> • <i>Equity Council Student Voices Summit (James Nguyen, Rich Booher) Point person: Toño</i> <p>Incentives PAA/PGA credit of 6 hours (double for presenters)</p> <p>Tasks: Continental Breakfast & Lunch: Toño</p>
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Tuesday, January 16, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
SSLO/AUO	I/D	Veronica	<p>SSPBT meeting for January 18th is canceled. Veronica and Mallory will attend the one on February 1st and will ask to be on the agenda to review entry of the Program Review into Improve with the group.</p> <p>Stacey Cook is on leave. Thus, any correspondence intended for SSPBT should be directed to George Robles and Brian Murphy.</p>
Workshops/Office Hours	I/D/A	All	<p>Scheduled Workshops: First Year Experience (FYE) Mar 13, 2018 from 3:30 – 4:30 pm</p> <p>Program Review Wworkshops for Chairs will be scheduled:</p> <ul style="list-style-type: none"> • Thursday, January 25, from 3:00 – 4:20 in AT 205 • Wednesday, January 31 from 1:30 – 2:20 in AT 205 <p>Office Hours in Academic Senate Office (Admin 117) for Winter 2018</p> <ul style="list-style-type: none"> • Wednesdays 4:00 - 5:00 pm • Thursdays 10:00 - 11:00 am
Newsletter	D/A	All	<p>Next newsletter to be sent on or about 1/19 will contain the following:</p> <ul style="list-style-type: none"> • Objectives and Outcomes: How Are They Related, and How Are They Different (Thank you Toño for the great article) • Save the Date message for the Convocation • Program Review <p>Thank you, Anu, for the feedback on the newsletter.</p> <p>Tabled for the next Newsletter:</p>

			<ul style="list-style-type: none"> Ideas for assessing PLOs such as Exit Survey. Amy asked Russell (Chair of Speech Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in February SLO Newsletter.
2018 Convocation	D/A	All	<p><i>2018 Convocation set for Friday, March 2, 2018.</i></p> <p><i>Nurturing with Student Learning Outcomes</i> was chosen as the Title for the Convocation, the ICC to be focused on will be: <i>Civic capacity for global, cultural, social and environmental justice.</i></p> <p>Confirmed: Hinson Center Conference Rooms A & B for the General Session and for lunch.</p> <p><i>Presenters at the morning general session updates and reminder to request description from each presenting group:</i></p> <ul style="list-style-type: none"> <i>Dining Service and Environmental Studies vegetable growing project for Pho noodle dishes under the direction of Patrick Gannon, Campus Center Director, and Alicia De Toro, Environmental Studies instructor. Alicia is using the vegetable garden project as an opportunity to have students learn about food insecurities. The students plant vegetables, harvest them, and collect seeds while being on the alert for opportunities to promote Social Justice. (40 minutes) Point person: Veronica will meet with Alicia to discuss details during the week of 1/22. John Strube will represent Dining Services.</i> <i>LOAC Award: Community Studies will present their story after receiving the 2017 LOAC award. We will reach out to the Film department and to Nursing department encouraging each to apply for 2018 LOAC award. (10 minute presentation) Point person: Mary</i> <p><i>Break-Out Sessions</i></p> <ul style="list-style-type: none"> <i>Advocacy Work (Bob Stockwell) Point person: Toño to meet</i>

			<p>with Bob during week of 1/22</p> <ul style="list-style-type: none"> • <i>VIDA Classes (Cynthia Kaufman) Point person: Dawn to meet with Cynthia during week of 1/22</i> • <i>Asian Pacific American Leadership Institute (APALI) (Michael Chang) Point person: Dawn to meet with Michael during week of 1/22</i> • <i>Computer Information Systems partnership with Google (Ron Kleinman) Point person: Mary</i> • <i>SLOs for Adjunct faculty (Amy Leonard)</i> • <i>Program Review, PLO assessments, SLO Assessments (Mary Pape)</i> • <i>SSLO/AUO Workshop (Veronica Avila)</i> <p>Lunch:</p> <ul style="list-style-type: none"> • <i>Equity Council Student Voices Summit (James Nguyen, Rich Booher) Point person: Toño will be meeting with Jim and Rich week of 1/22.</i> <p>Incentives PGA credit of 6 hours (double for presenters) Mary to confirm with Christina.</p> <p>Tasks: Continental Breakfast & Lunch: Toño Brochure: Mary</p>
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SLO Core Team Meeting Minutes

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Tuesday, January 23, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
December Core Team Minutes	D/A	Mary	SLO Core Team Minutes approved for December 2017. Mary will post.
SLO Process Framework	D/A	All	Mary: Bus/CS/AppTech and PSME, Academic Services, Physical Education , and oversight of TracDat, Toño: IIS, SSH, Creative Arts, Language Arts Veronica: Student Service (SSPBT) and AUO (FCOPBT) areas
Steering Committee	I/D/A	All	Lorrie Ranck has requested a meeting with Toño, Mary, and Veronica and, perhaps, also Karen Chow Questions we have of SLO Steering Committee: Curriculum + SLO software vendor update, support for faculty (non-coordinator) SLO Core Team Membership. Toño will look for Steering Committee Minutes to confirm that faculty (non-coordinator) earn 26 hours PGA credit for serving for one year on SLO Core Team.
Workshops/Office Hours	I/D/A	All	Workshops First Year Experience (FYE) Mar 13, 2018 from 3:30 – 4:30 pm Program Review Wworkshops for Chairs will be scheduled: <ul style="list-style-type: none"> • Thursday, January 25, from 3:00 – 4:20 in AT 205 • Wednesday, January 31 from 1:30 – 2:20 in AT 205 Office Hours in Academic Senate Office (Admin 117) <ul style="list-style-type: none"> • 1/17 George Krestas • 1/19 Ravjeet Singh
Newsletter	D/A	All	Next newsletter

			<ul style="list-style-type: none"> • ACCJC Report Summary and any action items • Ideas for assessing PLOs such as Exit Survey. Amy asked Russell (Chair of Speech Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in February SLO Newsletter.
2018 Convocation	D/A	All	<p>UPDATE:</p> <p><i>2018 Convocation set for Friday, March 2, 2018.</i></p> <p><i>Nurturing with Student Learning Outcomes</i> was chosen as the Title for the Convocation, the ICC to be focused on will be: <i>Civic capacity for global, cultural, social and environmental justice.</i></p> <p>Confirmed: Hinson Center Conference Rooms A & B for the General Session and for lunch.</p> <p><i>Presenters at the morning general session updates and reminder to request description from each presenting group:</i></p> <ul style="list-style-type: none"> • <i>Dining Service and Environmental Studies vegetable growing project for Pho noodle dishes under the direction of Patrick Gannon (represented by John Strube), Campus Center Director, and Alicia De Toro, Environmental Studies instructor. Point person: Veronica will meet with Alicia to discuss details during the week of 1/22. John Strube will represent Dining Services.</i> • Confirmed:<i>LOAC Award: Community Studies will present their story after receiving the 2017 LOAC award. We will reach out to the Film department and to Nursing department encouraging each to apply for 2018 LOAC award. (10 minute presentation) Point person: Mary</i> <p><i>Break-Out Sessions</i></p> <ul style="list-style-type: none"> • <i>Advocacy Work – Recruited students for work in Sacramento (Bob Stockwell) Point person: Toño to meet with Bob</i>

			<p>during week of 1/22</p> <ul style="list-style-type: none"> • <i>VIDA Classes (Cynthia Kaufman)</i> Point person: Dawn to meet with Cynthia during week of 1/22 • Asian Pacific American Leadership Institute (APALI) (<i>Michael Chang</i>) Point person: Dawn to meet with Michael during week of 1/22 Michael will not be there but instead there will be a panel of faculty and students who are part of APALI project. Panel moderator will be Dawn. • <i>Computer Information Systems partnership with Google (Ron Kleinman)</i> Point person: Mary • <i>SLOs for Adjunct faculty (Amy Leonard)</i> • Confirmed: <i>Program Review, PLO assessments, SLO Assessments (Mary Pape)</i> • Confirmed: <i>SSLO/AUO Workshop (Veronica Avila)</i> <p>Lunch:</p> <ul style="list-style-type: none"> • <i>Equity Council Student Voices Summit (James Nguyen, Rich Booher)</i> Point person: Toño will be meeting with Jim and Rich week of 1/22. <p>Incentives PGA credit of 6 hours (double for presenters) Mary to confirm with Christina. Waiting for reply.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Continental Breakfast & Lunch: Toño • Brochure: Mary) • Continental Breakfast & Lunch: Toño
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SLO Core Team Meeting Minutes

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Christina, Mi Chang, Mary Clark Tillman

Tuesday, January 30, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation – Recommendation 2	I/D/A	All	<p>Standards 11.A.2, 11.A.3 (College Recommendation 2): In order to meet the Standard, the College should ensure that in every class section students receive a course syllabus that includes learning outcomes from the institutions officially approved course outline.</p> <p><u>Issue 1: Each Active SLO in Improve must match verbatim the COR.</u></p> <p>Solution 1: Develop Addendum to change SLOs during revision cycle.</p> <p>Solution 2: Update all SLOs in Nuventive Improve to be verbatim with what is in Course Outline of Record. Only Curriculum Committee team and Improve administrators will be given privilege of updating SLO statements (done for SLOs as of 11:20 am on 1/28/2018).</p> <p>Solution 3: For this one time only, change COR SLOs to match those currently active in Nuventive Improve. Only Curriculum Committee team and Improve administrators will be given privilege of updating SLO statements. (done for SLOs as of 11:20 am on 1/28/2018).</p> <p>Needed: Print out of each course and each SLO for that course as currently on Improve and on ECMS (i.e. two reports).</p> <p><i>Solution has been chosen. M. Tillman will assist in acquiring a copy</i></p>

			<p><i>of the courses along with their Student Learning Outcome statements that are currently part of the Course Outlines of Record housed in ECMS. M. Pape will then update the Active SLOs in Improve to match verbatim with the SLOs on the Outline or Record. This will mean that for some courses it will then appear that these courses have one of more SLOs that have not been assessed during cycle 2.</i></p> <p><u>Issue 2: The SLO statements worded exactly as they are on COR must be on each syllabus.</u></p> <p>The decision was for Academic Senate to reach out to the deans and to the department chairs to expedite the inclusion of SLO statements on each and every syllabus for Winter 2018.</p>
<p>Accreditation – Recommendation 1</p>	<p>I/D/A</p>	<p>All</p>	<p>1. Standards I.B.1, I.B.2., I.B.4, I.B.5, I.C.1 -3, 11.A.1 - 3, 11.B.3, 11.C.2 (College Recommendation 1): In order to meet the Standard, the College should regularly assess all course, program, and institution-level SLOs and report the findings of articulated learning outcomes and ensure the College documents the use of the assessment of these outcomes for improvement and planning.</p> <p><u>Issue 1: Enforce a policy of regular assessment on the part of faculty and staff.</u></p> <p>Solution: Toño drafted a new signature form (modeled on the Hybrid Delivery Form) to accompany all course revision submissions. The signatories would comprise the SLO Core Committee, and would be aimed at verifying that all SLOs on the COR have been assessed at least once during the previous 5-year revision cycle. If a new course, then there must be in place method of assessment and a plan for assessment for each student learning outcome. There is a minimum of one learning</p>

			<p>outcome for each course. If 5-year revision: For each of the SLOs in your course, attach documentation for <i>at least one</i> assessment cycle that has been conducted during the last 5 years. Your documentation should clearly indicate:</p> <ul style="list-style-type: none"> ➤ The SLO Statement ➤ The assessment method used ➤ The year and quarter the assessment took place ➤ A summary of the data collected ➤ Any enhancements planned in light of the assessment <p>Improve -> Reports -> Standard Reports -> click on Courses/services selected <i>Choose just the one course</i></p> <p><u>Issue 2: Demonstrate more clearly how the PBTs use assessment to inform their decisions</u></p> <p>Possible Solutions: There was discussion about no resources if SLOAC % was not at a certain percentage. Justification for faculty, resources, facilities from Program Review could be used to show how assessment of SLOs justify needs CTE programs exit surveys (advisory boards, students) serve as means to assess program level outcomes and thus how outcomes drive academic planning Departments such as DMT and AUTO have included community outreach in their program All minutes should be uploaded to a central location Improve should contain a folder for minutes Every meeting should have a SLO/PLO agenda item</p>
SSLO/AUO	I/D	Veronica	<p>II.B.3 The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the</p>

			<p>results of these evaluations as the basis for improvement.</p> <p>II.C.2 The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.</p>
Workshops/Office Hours	I/D/A	All	<p>Workshops First Year Experience (FYE) Mar 13, 2018 from 3:30 – 4:30 pm</p> <p>Program Review Workshops for Chairs scheduled:</p> <ul style="list-style-type: none"> • Report out: Thursday, January 25, from 3:00 – 4:20 in AT 205 Attendees: Emily Garbe, Russell Hong, Terrence Mullens, Maria Marin, Donna Stasia • Wednesday, January 31 from 1:30 – 2:20 in AT 205 <p>Office Hours in Academic Senate Office (Admin 117) Ravjeet Singh</p>