

**De Anza College  
Minutes for June 24, 2016 Meeting**

Purpose: SLO Steering Committee Meeting

Location: Baldwin Wintery Conf. Rm

10:20-11:30AM

TOPIC	PURPOSE	LEADER	
This year's work: An overview	I	Ramirez	<ul style="list-style-type: none"> <li>• Program review               <ul style="list-style-type: none"> <li>○ Mary thanks the deans and faculty for their flexibility during the process.</li> <li>○ Reports have been made available to IPBT and the Office of Equity, drawn from 2016 APRU submissions. Veronica Neal appeared to have drawn heavily from these in the development of equity plan data</li> <li>○ Carolyn Wilkins Greene specifically reported finding the 'equipment request/justification' reports to be helpful</li> </ul> </li> <li>• 2016 Convocation               <ul style="list-style-type: none"> <li>○ The convocation was well attended, and provided an overview of several current campus activities related to the assessment of "Information Literacy"</li> <li>○ Detailed information, including individual workshop presentation materials, is available at the 2016 convocation web page: <a href="http://deanza.edu/slo/convocations/2016_convocation.html">http://deanza.edu/slo/convocations/2016_convocation.html</a></li> </ul> </li> <li>• Training workshops               <ul style="list-style-type: none"> <li>○ The Core Committee placed a renewed emphasis on basic Outcomes Assessment training during the winter and spring quarters. Strategies for increasing the documentation of SLOAC work (especially via the use of the TracDat's 'Assignment' function) were emphasized. Workshops were well attended, and we intend to continue these in the upcoming year.</li> </ul> </li> <li>• Planning/Accreditation               <ul style="list-style-type: none"> <li>○ We are up-to-date on documents relevant to accreditation and college planning. Toño will now serve as SLO representative for the Accreditation Committee.</li> </ul> </li> <li>• ICC Assessment               <ul style="list-style-type: none"> <li>○ We continue to gather data to be showcased on our ICC Assessment pages (<a href="http://deanza.edu/slo/icc_assessment/index.html">http://deanza.edu/slo/icc_assessment/index.html</a>). The pages for "Physical/Mental Wellness" and "Information Literacy" will go live during the summer.</li> </ul> </li> <li>• SSLO/AUO Assessment               <ul style="list-style-type: none"> <li>○ Veronica has been on PDL during the spring, but was actively involved with SSLO/AUO groups during the past year. Strategies for increasing the documentation of these outcome assessments—and for working more directly with SSPBT to align this work with their decision making processes—are an emphasis for the coming year.</li> <li>○ An appropriate account and/or change in access has been given to Michele Lebleu Burns, Lisa Mandy, Rob Miesao, Stacey Shears, Tamica Ward, and Sheila White Daniels</li> <li>○ It was suggested during the meeting that we identify staff in SS areas who might help us to get SLO work onto SSPBT agendas</li> </ul> </li> </ul>

2017 Convocation	I/D	Ramirez	<ul style="list-style-type: none"> <li>The “Communication and Expression” ICC will be the central focus.</li> <li>We plan to reiterate the workshop format, once again beginning with a keynote presentation.</li> <li>Current ideas include: <ul style="list-style-type: none"> <li>Extending invitations to the creative arts for participation during the morning program</li> <li>A live SLOAC centered around a collaborative creative project involving all attendees</li> <li>Workshop ideas include: <ul style="list-style-type: none"> <li>A spotlight on the Humanities “Creative Minds” course</li> <li>Assessment techniques used in art criticism</li> <li>Communication and Canvas</li> </ul> </li> </ul> </li> <li>Ideas and suggestions from the Steering Committee are always welcome!</li> </ul>
Increasing SLOAC Completion	I/D	All	<ul style="list-style-type: none"> <li>The core team has recently discussed the role that the liaison team might play in helping to increase the documentation of next-cycle SLOAC work. At present, numbers are low.</li> <li>This will be central to our efforts to justify the claim that we have a ‘sustainable’ SLO process</li> <li>We believe that the ‘Assignment’ feature of TracDat, if it were to become widespread, could be a highly effective mechanism for involving adjunct faculty in SLOAC work. Per the above, we plan to offer more workshops during the 2016-17 year in the hopes of achieving widespread implementation.</li> <li>We invite further suggestions and recommendations <ul style="list-style-type: none"> <li>Amy suggested that we create a short training/instruction video on completing ‘assignment’ worksheet, and that a link to this video could be both embedded on the TracDat ‘Assignment’ page and in the assignment email itself</li> <li>Christina suggests that the deans might like a demonstration of the ‘flag’ features.</li> </ul> </li> </ul>
Looking Ahead: Preparing for the next ACCJC visit	I/D	All	<ul style="list-style-type: none"> <li>Mary and Toño attended the ACCJC conference on March 3: “Taking Assessment to the Program Level”</li> <li>We learned that the ACCJC seems to have changed its definition of ‘programs’, and thus its expectations for ‘program level outcomes’. <ul style="list-style-type: none"> <li>In short, PLO assessment is only expected in those cases where a program culminates in a degree or certificate. This would include, for example, any of our certificate or ADT programs, but would <i>not</i> include instructional departments who do not offer certificates/degrees.</li> </ul> </li> </ul>
Looking Ahead: TracDat	I/D	Ramirez	<ul style="list-style-type: none"> <li>We are now on the latest version 5.1.0.6</li> <li>Mary will change the flags on the home pages to reflect work completed (or not completed) during what is being termed cycle two or assessments completed since June 30, 2014.</li> </ul>
Liaison team	I/D	All	<ul style="list-style-type: none"> <li>Amy suggested that we develop a model description for the Liaison position, as this might help to ensure that the liaison work expectations are consistent from division to division.</li> </ul>

A = Action | D = Discussion | I = Info

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
<p><del>Christina Espinosa-Pieb, VPI</del>  <del>Stacey Cook, VPSS</del>  <del>Donna Jones Dulin, VPCS</del>  <del>Susan Cheu, VPFES</del>  <del>Marisa Spatafore, Marketing</del>  <del>Rowena Tomaneng, AVPI</del>  <del>Mallory Newell, IR</del>  <del>Mi Chang, AS &amp; Curriculum</del></p>	<p><del>Mary Pape, SLO Coordinator</del>  Tono Ramirez, SLO Coordinator  Veronica Acevedo Avila, SSLO Coordinator</p>	<p><del>Coleen Lee Wheat, Dean</del>  <del>Randy Bryant, Academic Senate VP</del>  Amy Leonard, English Instructor</p>	<p><del>Mayra Cruz, Academic Senate President</del>  <del>Rich Hansen, FA</del>  <del>Lorna Maynard, Classified Senate President</del></p>

