



SLO Core Team Meeting Minutes

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

Tuesday, October 31, 2017, AT 203C, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
October SLO Core Team Minutes	D/A	All	October Minutes approved. Mary will post on website.
SSLO/AUO	I/D	Veronica	Veronica met one-on-one with the following people during the past week: <ul style="list-style-type: none"> <li>• Pam Grey directed her to the Outreach team. It should be noted that this area has undergone a major reorganization. Many of their outcomes are no longer applicable and new outcomes are being created.</li> <li>• Patrick Gannon Special note is that Patrick has joined with Environmental Studies students in a new program. ES students grow and harvest the vegetables that Patrick is in need or for Pho noodle dishes.</li> <li>• Tony Arellano Special note is that Tony is spending Sundays as host to Indian American families who are renting classrooms in order to provide classes for their children to learn their natural language.</li> </ul>
SLO and Canvas	I/D/A	All	Mary will meet with Heidi on Thursday, November 2 to begin the conversation of assessments in Canvas in earnest.
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>• Amy: Model Assessment - Film</li> </ul>
Workshops/Office Hours/Ono-on-One	I/D/A	All	ESL November 9th

			<p>Workshops</p> <p>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>
2018 Convocation	D/A	All	<p>Although Mary did not receive a confirmation from Christina, she sent a request to Marisa to place the event on the calendar: <i>Please calendar 2018 Convocation for Friday, March 2, 2018.</i></p> <p><i>Originally it was thought that “Critical Thinking” would be the theme for 2018 Convocation.</i></p> <p><i>A new theme has emerged:</i>  <b><i>Synergies Across Campus spurred by SLO Assessments:</i></b> <ul style="list-style-type: none"> <li>• <i>Dining Service and Environmental Studies vegetable growing project for Pho noodle dishes</i></li> <li>• <i>Tony Arellano and his work with providing facilities on Sundays</i></li> <li>• <i>Health Services as featured in La Voz and about going out into the classrooms</i></li> <li>• <i>Massage Program offers massages to faculty and staff</i></li> <li>• <i>DASB – What are their outcomes? Could students present assessments?</i></li> <li>• <i>Automotive Technologies Mentorship program</i></li> <li>• <i>Computer Information Systems partnership with Google</i></li> </ul> <p><i>LOAC Award: Community Studies will present their story after receiving the 2017 LOAC award. Film might be a department to encourage to apply for 2018 LOAC award</i></p> <p><i>In addition to the morning activities, the day gives time and space in</i></p> </p>

			<i>the afternoon for departments and programs to craft their annual program review updates.</i>
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SLO Core Team Meeting Agenda

Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape, Toño Ramirez,  
**Tuesday, November 7, 2017, AT 203C, 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
SSLO/AUO	I/D	Veronica	<p>Veronica met with Duc Nguyen, Postal Service Assistant, Duc had completed an assessment cycle. To bring the mailroom up to the next level of efficiency they decided to introduce a suggestion box.</p> <p>Veronica assisted counselors with choosing methods of assessment.</p> <p>Mary suggested assisting Patricia Del Rio with establishing and assessing SSLOs for the Starfish program. Perhaps retention rates could be used as a means of assessment.</p>
Recommendations of Accreditation Visiting Team	I/D/A	Toño	<p>Toño is endeavoring clarify the obstacles to an addendum for the purposes of updating SLO statements.</p> <p>Toño stated that the discussion concerning adding SLO process as part of course submission to the Curriculum Committee is underway.</p> <p>Mary stated that while we hope to resolve the SLO syncing issue by January 2018, we might need until the report on our recommendations is due Fall 2018.</p>
Newsletter	D/A	All	<p>Newsletter for November 2017 was sent out to Divisions on November 7<sup>th</sup>.</p> <p>Newsletter to be published via email week of December 4th:</p> <ul style="list-style-type: none"> <li>• SLOs &amp; Curriculum: How they are linked and how they are not</li> <li>• Remind all that 100% of outcomes need to be assessed between Fall 2014 and Spring 2019. The interim goal is 70%</li> </ul>

			by time Program Review is due at the end of Winter 2018.
Workshops/Office Hours	I/D/A	All	<p>Amy will attend ESL Department meeting on November 9<sup>th</sup>. She will also be working with Warren Lucas towards the end of November or beginning of December.</p> <p>Mary met with Rebecca Sherwood of Nursing. Congratulations to them for having assessed 100% of Program Level Outcome statements and 100% of course level outcomes during the Fall 2014 to June 2019 “second” cycle.</p> <p>Workshops for those new to the SLO process and for those who needs a refresher:</p> <p style="padding-left: 40px;">TUESDAY, November 14, 2:30 - 3:20 in AT 312 (Advanced Technology Building, top floor)</p> <p style="padding-left: 40px;">THURSDAY, November 30, 3:30 - 4:20 in AT 311 (Advanced Technology Building, top floor)</p>
2018 Convocation	D/A	All	<p><i>2018 Convocation for Friday, March 2, 2018.</i></p> <p>Over the course of 7 years we’ve refined the SLO convocation so as to comprise three central components:</p> <p>a. The morning program, in which we call focus to the ICC that we hope to collectively assess for the year. This has resulted in most of our ICC assessment work so far, which enables us to meet a key ACCJC standard.</p> <p>b. Morning breakout sessions</p> <p>These afford us the opportunity to address perennial questions about ‘nuts and bolts’ issues like assessment planning, TracDat, and identifying assessment techniques appropriate for the wide range of disciplines represented by our attendees. Our experience suggests that it’s best not to exceed 4 workshops in a given timeslot, as it spreads</p>

		<p>attendance too thin for productive discourse.</p> <p>c. Afternoon work sessions</p> <p>For many departments, this is the one time of year that faculty get together to actively collaborate on their assessment work. We'd like to preserve this opportunity, as it seems fairly crucial to facilitating the completion of our documented Assessment Cycles. In addition, the timing of the Convocation at the end Winter quarter ensures that there is at least one time for departments to dialogue on their Program Review.</p> <p><b><i>Considering the Synergies spurred by assessment that have been noted as occurring across the campus the ICC to be focused on will be:</i></b> Civic capacity for global, cultural, social and environmental justice.</p> <p><b><i>The following is a working list of who we would like to invite to present either at the morning general session or a workshop:</i></b></p> <ul style="list-style-type: none"> <li>• <i>Dining Service and Environmental Studies vegetable growing project for Pho noodle dishes</i></li> <li>• <i>Tony Arellano and his work with providing facilities on Sundays</i></li> <li>• <i>Health Services as featured in La Voz and about going out into the classrooms</i></li> <li>• <i>Massage Program offers massages to faculty and staff</i></li> <li>• <i>DASB – What are their outcomes? Could students present assessments?</i></li> <li>• <i>Automotive Technologies Mentorship program</i></li> <li>• <i>Computer Information Systems partnership with Google (Ron Kleinman)</i></li> <li>• <i>Student Voices Summit (James Nguyen, Rich Booher)</i></li> </ul> <p><i>Standing workshops will be SLOs for Adjunct faculty, Working with TracDat, SLO Process for chairs.</i></p> <p><i>LOAC Award: Community Studies will present their story after receiving the 2017 LOAC award. We will reach out to the Film</i></p>
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			department and to Nursing department encouraging each to apply for 2018 LOAC award
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**Tuesday, November 14, 2017, AT 203C, 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
SSLO/AUO	I/D	Veronica	Veronica continues to work with Duc Nguyen on an enhancement emanating from recent assessment of the AUO for Postal Services: “Faculty and staff will report that Postal Services processes mail in a courteous and timely manner.”
Recommendations of Accreditation Visiting Team	I/D/A	All	Toño reported out from his meeting as a member of the Curriculum Action Team.  1. On the matter of connecting SLO process to Curriculum Committee work, it is appropriate for us to develop a draft of what we would like that form to look like.  2. There is still a hold on allowing an addendum for faculty to make a change to one of the SLOs during 5-year revision cycle. Instead, what shows on the syllabus and what is TracDat must be verbatim with what is on the Course Outline of Record.
Newsletter	D/A	All	Newsletter to be published via email week of December 4th: <ul style="list-style-type: none"> <li>• SLOs &amp; Curriculum: How they are linked and how they are not</li> <li>• Remind all that 100% of outcomes need to be assessed between Fall 2014 and Spring 2019. The interim goal is 70% by time Program Review is due at the end of Winter 2018.</li> <li>• Celebrate the New Year with <del>TracDat</del> Improve</li> </ul>
Workshops/Office Hours	I/D/A	All	Amy met with the English as a Second Language department on November 9 <sup>th</sup> . The faculty are split on their approach to completing Student Learning Outcome assessment work. For some courses a faculty member is in charge of the course, including outline revisions



			<p>and gathering assessments from others, and prefer to collect assessments, discuss as a group, and enter assessments for that course once per year. Many of these courses are the ones where a portfolio of the student's work is the end product. One person modeling this paradigm is Pati Carobus. For other courses the faculty assess and enter individually. Since four faculty are currently on Professional Development Leave, those present declined to make a decision on whether or not to adopt one or the other process.</p> <p>Workshops  TUESDAY, November 14, 2:30 - 3:20 in AT 312 (Advanced Technology Building, top floor) Only one person registered.</p> <p>THURSDAY, November 30, 3:30 - 4:20 in AT 311 (Advanced Technology Building, top floor)</p>
2018 Convocation	D/A	All	<p><i>2018 Convocation tentatively set for Friday, March 2, 2018.</i></p> <p><b><i>Considering the Synergies spurred by assessments that have been noted as occurring across the campus, the ICC to be focused on will be:</i></b> Civic capacity for global, cultural, social and environmental justice. Thus, best practices revolving around equity will blend well.</p> <p><b><i>The following is a working list of who we would like to invite to present either at the morning general session or a workshop:</i></b></p> <ul style="list-style-type: none"> <li><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. (Perhaps morning general session)</i></li> </ul>

			<ul style="list-style-type: none"> <li>• <i>Tony Arellano and his work with providing facilities on Sundays</i></li> <li>• <i>Health Services as featured in La Voz and about going out into the classrooms</i></li> <li>• <i>Massage Program offers massages to faculty and staff</i></li> <li>• <i>DASB – What are their outcomes? Could students present assessments?</i></li> <li>• <i>Automotive Technologies Mentorship program</i></li> <li>• <i>Computer Information Systems partnership with Google (Ron Kleinman)</i></li> <li>• <i>Student Voices Summit (James Nguyen, Rich Booher)</i></li> </ul> <p><i>Standing workshops will be SLOs for Adjunct faculty, Working with TracDat, SLO Process for chairs.</i></p> <p><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.</i></p> <p>Mary will reach out to meet with Dawn Lee Tu to start a conversation on the feasibility of folding in Partners &amp; Learning Conference into this year’s Convocation. The focus would be equity and the ILO “Civic capacity for global, cultural, social and environmental justice”.</p> <p>In order to sustain the positive results that the Student Learning Outcome process has had on infusing a campus-wide dialogue on improving student learning experience, it is of utmost importance that SLO work does not get pushed aside. This is the one day that provides for departmental dialogue on assessments and program review.</p>
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**Tuesday, November 21, 2017, AT 203C, 1:30 – 2:20 pm**

TOPIC	Purpose	LEADER	Notes
SSLO/AUO	I/D	Veronica	Veronica attended the SSPBT meeting held on November 16, 2017. She extended invitation to assist with assessments where needed. During Winter quarter, Veronica will be teaching a class during the time SSPBT meetings are held. Toño, Mary, and Amy will attend the meetings as individual schedules permit.
Recommendations of Accreditation Visiting Team	I/D/A	All	Toño is working on making curriculum developers as well as the Curriculum Committee members aware of the difference between topics (what faculty teach) and outcomes (what skills the students have learned). All seem to be receptive to the inclusion of SLO review as part of the curriculum process.
Newsletter	D/A	All	Newsletter to be published via email week of December 4th: <ul style="list-style-type: none"> <li>• SLOs &amp; Curriculum: How they are linked and how they are not</li> <li>• Remind all that 100% of outcomes need to be assessed between Fall 2014 and Spring 2019. The interim goal is 70% by time Program Review is due at the end of Winter 2018.</li> <li>• Celebrate the New Year with <del>Track</del> <del>Data</del> Improve</li> </ul>
Workshops/Office Hours	I/D/A	All	Mary assisted M Donahue with completing KNES 1A, 1B, and 2A.  During Week 11, Amy will be assisting Warren with Workshops TUESDAY, November 14, 2:30 - 3:20 in AT 312 (Advanced Technology Building, top floor) Gregory Stachnick, Vernon Gallegos were attendees.

			THURSDAY, November 30, 3:30 - 4:20 in AT 311 (Advanced Technology Building, top floor)
2018 Convocation	D/A	All	<i>2018 Convocation tentatively set for Friday, March 2, 2018.</i>  Mary will discuss the folding in of Partners in Learning with Dawn next week.
Core Meeting Times for Winter 2018	D/A	All	Tuesdays, 12:30 – 1:20 pm
SLO Steering Committee meeting	D/A	All	Toño will attempt to set up a Steering Committee meeting for Tuesday or Thursday from 2:00 – 3:00 pm during finals week.