

De Anza College
SLO Coordinator Meetings April 2009

April 2

Coleen met with Andrew in regards to reformatting the SLOP timeline

April 3

Coleen met with Mi Chang in regards to the SLOP docs in excel format

April 12, 2009

Jim, Anu, Coleen met 10:30am to 11:30

Anu reviewed the meeting with Bradley Creamer, Marti Khan, and Lydia Hearn. It has been decided that Anu will be the ECMS liaison for curriculum and the SLO project. Bradley's time has been rearranged such that he can work on the SLO project. He is aiming to complete subsystem 6.5 by July. At that time, Anu hopes to run a beta test with the data we have collected. Our goal is to have a working version by opening day. In the meantime, she will also work with the ECMS team to create a training manual/guide.

Agenda for meeting with senior management, May 21, 2009.

Staff Development Position was discussed. The job description needs to be discussed. Mary Kay England wants to preserve the past job description. We see that an SLO/SAO component needs to be added to the job description because the project needs a physical home, a place for people to gather and discuss topics informally. The Staff Development person must not be considered the Director of the SLO/SAO project. The concept that this is a faculty driven project must stay intact and the need for coordinators should still remain until the project is embedded in the system. Anu and Jim want to set up a meeting with Lydia prior to the committee meeting to hash out the details of the job description. We want to ensure that new instructors are educated in the SLO process. And politically, it will be essential to link the SLO/SAO to the staff development to keep the staff development position alive in this budget climate.

Jim noted that the details of the "release time" allotted also needed to be discussed with senior management in that lecture hours for lecture faculty does not equate with lab hours for physical education.

New topic: How did Foothill come up with the idea that accreditation committees are requiring 2 SLO's per course outline. Brian, president is already upset with the process. Robert's report and Andrew's confirmation hopefully show that working the SLO/SAO's into the program review cycles. We still need to discuss program reviews. How many are being done? How many of these fold into a larger report that goes to the IBBT. Which "groups" on campus do not create program reviews. These groups could potentially fall out of the SAO/SLO assessment cycle. "Sacred cows" can not be exempt from this process. We need to determine these groups (in the future). Administrative UO's need to be set into process also.

Progress of SAO project. Mary Kay England has expressed that we are asking too much of the staff. The staff does not feel empowered enough to work on the SAO project. Jim feels he needs to uncover the “managers/department heads” and seek their support in creating time and physical space to perform the project. And we need to continue to emphasize that we are only asking for one outcome statement. He feels that administrative support in this area will be critical. We need to keep asking what we can do help.

Curriculum Review Committee for SLO’s. Anu now joins in the opinion that assessing SLO’s early in this process will serve to block the progress of the project. She originally felt that poorly written statements needed to be “corralled” before they became public. Coleen believes that during the assessment phase the outcomes can EVOLVE, and even during the REFLECTION AND ASSESSMENT PHASE outcomes and course outlines might EVOLVE. Coleen emphasized that it is the dialogue that is the crux of the process. Perhaps creating a committee by 2010 would be more realistic.

Opening Day should be discussed. Each of us will bring a template of our vision of the “opening day proceedings” for this Thursday.

A budget proposal based on the original budget for this Spring needs to be created for 2009-2010.

Coleen needs to contact the “quiet” groups and determine what they are planning. Coleen needs to recontact pilot group about their assessments and encourage them to ask for help.

It was noted that Donna Stacio will be working with the speech department on May 26. Diana Alves DeLima will be contacting Lydia in regards to setting up a session. Coleen has told her that Jim and Cynthia Klawlander are also available lend a hand. Anthony Delaney from Social Sciences and Creative Arts are two groups we need to contact.

Note: remind Anu to give a recap on last meeting with senior management.

Proposed Agenda May 21

Budget Proposal

Staff Development Position—release time

Opening Day

ECMS progress

Current progress SLO and SAO workshops and outcomes

Foothill’s emphasis on 2 SLO’s per outline.

Tuesday April 14, 2009—Mi Chang and Coleen Lee-Wheat 9-930am

Coleen begins work with Mi Chang in developing an excel document that will capture all the information we will need for statistical analyses—SLOP recording form. Coleen is also working with Division Liaisons in organizing their workshops and ensuring that data is being collected. Anu plans to work with Barbara Illowsky in the PSME workshop. We discussed PGA credit and the Faculty Contract. It was determined that during the early stages of this project, attending a training session and creating outcomes can fall under Article 38. Anu will start the development of a “Trainer’s To Do” sheet.

Thursday April 16—Jim Haynes and Coleen Lee-Wheat--10:30-11:00am
Katie VP from Foothill asks Jim and I to review their powerpoint for the Board Meeting. Surprised we are. Jim has family emergency. Coleen is at a tennis tournament. Coleen gives feedback and redevelops a graphic of the assessment cycle. The document will be developed to give the Board and overall view of the project.

Tuesday April 27—Jim Haynes, Coleen Lee-Wheat, Anu Khanna, Anne Argyriou—
10:30-11:30am
Jim reviewed the SAO workshop. He is working on determining the various groups on campus and how to collect their SAO’s . He has plans to work with Mary Kay from staff development to determine some of the groups on campus. He also wants to meet with Andrew La Manque in regards to data that needs to be collected and how it will be used, and in turn work to create a SAO recording form.

Foothill College has developed a powerpoint for the Board Meeting. The plan is to meet with Rosemary Arca on Thursday to plan the presentation.

Wednesday April 26—12:30-1:30 Coleen Lee-Wheat, Anne Argyriou 1:30-9:00pm
Anne Argyriou and Jim Haynes
Wow. Surprise!! *We need a written presentation* for the Board for Monday May4.
Due: 4pm. Jim and Anu work with Coleen and Andrew LaManque to create a document. Over 8 hours of work. This document and the powerpoint will be posted on the website.

