

**De Anza College
Minutes for September 17, 2013 Meeting**

Purpose: SLO Steering Committee Meeting

Location: Admin 109

2:30-4:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
Fall work: RP Presentation	I/D	Pape/Ramirez	<ul style="list-style-type: none"> ▪ Members of the core committee will present on our institutional outcomes assessment process at the upcoming RP conference in October ▪ We need to verify that we are in fact registered as soon as possible ▪ A follow-up report will be prepared by all attendees after the conclusion of the conference 	
Fall work: CHEA Award	I	Pape/Ramirez	<ul style="list-style-type: none"> ▪ We are working on our application for the CHEA SLO award (institutional category), due Oct. 16 	
Fall work: ICC Assessment	I/D	Ramirez	<ul style="list-style-type: none"> ▪ Our Critical Thinking rubric is now ready for use across the campus. A method of publicizing the tool has yet to be decided. <ul style="list-style-type: none"> ▪ Department chairs and liaisons might be best position to spread the word ▪ During the fall quarter, the core committee will work with the data gathered during the spring 2013 convocation to develop a recommendation to the Mission Statement Taskforce. This recommendation will offer revisions to the language of the ICC currently listed as “Global, Cultural, Social and Environmental Awareness” ▪ The project will be shared with the Academic Senate 	
Fall work: Academic Senate Retreat	D/ A	All	<ul style="list-style-type: none"> ▪ Mary Pape and Randy Bryant will offer remarks at the 9/30 Academic Senate retreat. These will include: <ul style="list-style-type: none"> ▪ A simplified timeline of deadlines/activities for the 2013/14 year ▪ A reminder of the significance of the work, as well as of the CPR document ▪ An update on ICC assessment 	
Fall work: Liaison Team	D/ A	All	<ul style="list-style-type: none"> ▪ The Coordinators will hold a meeting for all SLO Liaisons on 9/20. This meeting will address: <ul style="list-style-type: none"> ▪ Identifying any programs/departments that need immediate help in meeting their assessment deadlines ▪ Recruiting new liaisons ▪ PGA credit 	

2013-14 comprehensive program review	I/D /A	All	<ul style="list-style-type: none"> ▪ As development of the CPR document gets under way, we hope to establish a schedule for completion, along with supporting events (workshops, liaison training) as soon as possible. ▪ We are particularly concerned with motivating the campus community to get an early start on their program review work this year, and would like to discuss strategies for doing this. Ideas discussed include: <ul style="list-style-type: none"> ▪ The AS presentation ▪ Targeted workshops for programs who need them ▪ The role of Liaisons ▪ The SLO Newsletter
Program review: The next 6-year cycle	I/D /A	All	<ul style="list-style-type: none"> ▪ The CPR document will be due to deans in the week following the spring convocation ▪ The Instructional Planning and Budget Team will discuss the possibility of not having an Annual Program Review Update during the year following the Comprehensive Program Review. It is assumed that this decision will be made during Fall 2013. ▪ Methods for more effectively gathering data for institutional learning outcome assessment are currently under discussion <ul style="list-style-type: none"> ▪ ILO assessments may be included in TracDat 1) in a reporting unit for each department along with other goals such as closing the equity gap, 2) along with PLOs at the department level, or 3) along with SLOs at the course level.
2014 Convocation	D/A	All	<ul style="list-style-type: none"> ▪ The Convocation will be held on 4/25/14 ▪ As we will likely not conduct an ICC assessment during the 2014/15 year, this year's convocation might instead focus on alternate topics. One suggestion is to use the convocation as an opportunity to clarify institutional planning to all faculty and staff, in an effort to recruit broader participation in shared governance.
SLO Staffing Plan	D/A	All	<ul style="list-style-type: none"> ▪ J. Haynes has agreed to stay on to represent AUO/SSLOs on the core committee through January 2014. We have not yet finalized a plan for replacing him, and should do so as soon as possible. ▪ M. Pape will send the job description to AS for distribution

A = Action | D = Discussion | I = Info

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
Christina Espinosa-Pieb, VPI Stacey Cook, VPSS Donna Jones-Dulin, VPCS Letha Jeanpierre, VPFES Marisa Spatafore, Marketing Rowena Tomaneng, AVPI Mallory Newell, IR	Mary Pape, SLO Coordinator Tono Ramirez, SLO Coordinator Jim Haynes, SSLO Coordinator	Anu Khanna, Curriculum Co-Chair Jackie Reza, Staff and Organizational Development Coleen Lee-Wheat, Dean Randy Bryant, Academic Senate VP	Mayra Cruz, Academic Senate President Rich Hansen, FA Lois Jenkins, Classified Senate President

Mi Chang, AS & Curriculum			
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