



SLO Core Team Meeting Minutes

Present: Veronica Avila, Amy Leonard, Mallory Newell, Mary Pape, Toño Ramirez,

Tuesday, March 7, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
February Minutes	D/A	Mary	Approved. Mary will post on SLO website
Accreditation	I/D/A	Mallory, Toño	Reviewed q\Quality Focus Essay.
AUO/SSLO	I/D	Veronica	<p>Attendance at workshop “<i>Imaginatively Thinking about SSLOs and AUOs</i>” was strong. Attendees were: Maureen Miramonte, Jose Hernandez, Bertha Whyte, Claudia Ruelas, Mayra Godoy, Jacqeline Ramos, Karen Hunter, Adrean Shebbard, Lisa Mandy, Laura Hiler, Nina Van, Thao Nguyen, Joseph Ng, Tamica Ward, Sheila White-Daniels, Ninos Males, Carmen Ramos Castro, Esther Halwani.</p> <p>As Veronica meets one-on-one with such areas as those led by Tamica Ward, Rob Mieso, and Lisa Mandi she notes that the individual areas are building a sense of community as the SLO Process work acts as a catalyst for evolution and cohesion.</p>
SLO Workshop	I	Mary	<p>First Year Experience for Tenure Track Faculty: SLOs was held February 28, 2017 from 12:30 – 1:20 pm, MLC-243 Faculty & Staff Computer Lab</p> <p>Tenure candidates spent first 10 minutes of the workshop discussing tenure process logistics with Mary Bennett. This was followed by SLO process hands-on worktime. Attendees had been sent an assignment from the TracDat Playtime fake department. Attendees completed the assessment while meaning and examples of appropriate responses for the method of assessment, data summary, reflection, and enhancement parts were discussed. Each person saved their responses. Then each ran a report in TracDat verifying that their responses are</p>

			<p>automatically saved in TracDat. Comparison between entry through assignment and the SLOAC worksheet was drawn.</p> <p>In attendance: Jennifer Beaver, Rich Booher, Guido Bordignon, Pati Carobus, Ricardo Delgado, Umar Douglas, Wyatt Howard, Manisha Karia, Sridevi Lakshmanan, Louise Madrigal, Brian Malone, Katie Marquez, Lisa Mesh, Nahrin Rashid, Gail Rulloda, Andrew Stoddard, Noemi Teppang, Julie Wilson.</p>
Program Review	I/D	All	<p>SSPBT – Email sent to Stacey Cook offering assistance with the logistics of entering Program Review on TracDat. On TracDat instructional Program Review boxes should be taken out of the Counseling area.</p> <p>IPBT – Mallory and Mary reworded I.E.3 and the directions for III.A.</p> <p>FPBT – Program Review document has been created and approved. Mary has begun entering boxes into TracDat.</p>
Convocation	D/A	All	<p>Thank you email was to attendees. This email included a link to the LOAC application process.</p> <p>Workshop Attendees: BREAKOUT SESSION I- Ramirez & Clinchard: Guido Bordignon, Mary Donahue, Delia Garbacea, Valerie Greene, Simon Kanga, Triya Seshadri, Nellie Vargas, Carolyn Wilkins-Greene, Zam Wilkie, Letty Wong, Fatemeh Zarghami.</p> <p>BREAKOUT SESSION I – Mallory Newell Ola Sabawi, Li Hei Sull, Donna Stasie, Shagun Kaws, Maryd Cru, Rachel Catuizen, Joseph Ng, Byron Lilly, Michele Fritz, Emily Garbe, Mamisha Karia, Pati Caiobus, Dave Capitao, Cheryn Owiesny, Mike Appio, Bob Skcchiell, Seven Bram, Anita Kousula, Patricia Buehner, Nimos Malek</p> <p>BREAKOUT SESSION I - Veronica Avila See AUO/SSLO Agenda item above.</p>

		<p>BREAKOUT SESSION I – Amy Leonard Nilu Gupta, Julie Kennedy, Julie Kline, Ira Oldham, Hellen Pacheco, Carmen Ramos-Castro, Andrew Stoddard, Susan Thomas</p> <p>BREAKOUT SESSION II – Jesus Quintero Guido Bordignon, Michele Fritz, Delia Garbaua, Valerie Greene, Chanel Huynh, Simon Kanga, Manisha Karia, Julie Kline, Albin Lee, Coleen Lee-Wheat, Sarah Lisha, Andrew Phelps, Susan Thomas, Nellie Vargas, Ken Wheisner, Zana Wilkie, Letty Wong, Fatemeh Zarghami</p> <p>BREAKOUT SESSION II - Eugene Rodriguez Sign-in sheet missing</p> <p>BREAKOUT SESSION II – Mary Pape Mike Appio, Cheryl Owiesny, Dave Capitolo, Shagum Kaur, Donna Stasis, Emily Garbe, Li Wei Sun, Patricia Buchner, Maureen Muannkee, Ameeta S. Tiwria, Carmen Ramon-Castro.</p> <p>Debriefing: <i>Recap:</i> There were over 100 attendees. All seemed to enjoy the morning general session. They enjoyed the students but also faculty presentations. From their fellow faculty, Byron Lilly’s presentation, they gleaned new levels they can take assessments to. All loved the dancing including audience participation.</p> <p>Nilu Nine is our contact person in Dining Services. Lunch menu worked well. Consider repeating menu for 2018.</p> <p><i>What to do better:</i> If there is a big production a rehearsal is in order. The morning general session ran 40 minutes overtime.</p>
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			<p>We need to provide presenters with an outline stating our anticipated outcome(s) and exactly what we want including time restriction.</p> <p>Take a note from Vernon Gallegos and have students introduce themselves and include their major.</p> <p><i>2018 Convocation:</i> ILO will circle back to Critical Thinking. We want both faculty and student voices to be heard.</p> <p>Consider the possibility of a debate. First a short debate by the experts and then invite volunteers from the attendees to join debate teams.</p> <p>Some names to look to as presenters and helpers: Brandon Gainer, and Alan Simes.</p>
Assessments	I/D/A	All	<p>Entry of Program Review using TracDat as the tool is reminding faculty of the need to assess their outcomes. Questions in section IV of the program remind all that the SLO process is cyclic.</p> <p>Workshop(s) aimed at part-time faculty will be held during Spring quarter.</p> <p>General workshops for review of SLO process will be held Spring quarter.</p> <p>Reach out on a one-on-one level to each department will intensify. Veronica notes that phone calls as well as email have been a key to encourage SSLO and AUO assessment work.</p>
Academic Senate	I/D/A	All	<p>Mary will remind Academic Senate Officers that we need a replacement for Toño who is transferring to Foothill College Fall 2017.</p>



SLO Core Team Meeting Minutes

Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, Jim Nguyen, Mary Pape, Toño Ramirez,
Tuesday, March 14, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
Accreditation	I/D/A	Mallory, Toño	Visit from ACCJC site visit is scheduled for October 9-12, 2017.
AUO/SSLO	I/D	Veronica	<p>Veronica met with Karen Hunter to discuss the SSLO process.</p> <p>Veronica requested the Four-Column Report for all SSLO and Financial areas.</p> <p>Student Services and Resources is umbrella for Emoja (needs to be added as a department on TracDat), Puente, and First Year Experience. The personnel in charge of these areas has changed. Veronica will investigate who in each of these departments needs access to TracDat in order to complete Program Review</p> <p>Veronica will be on PDL for Spring 2017. During the quarter, she is willing to answer a limited number of questions including using Google chat.</p>
Program Review	I/D	All	<p>IPBT Department Chairs will send program review pdf files to their Deans and Deans will forward these on to Olga for posting.</p> <p>After Program Reviews are complete Mary will run report pulling equity responses</p>
Assessments	I/D/A	All	Departments are moving towards increasing assessments.
Academic Senate	I/D/A	All	Process for replacement of instructional SLO coordinator is in progress.
Spring Quarter Schedule	D/A	All	SLO Core Team meetings will be held on Tuesdays from 1:30 – 2:20 pm.

			SLO Office Hours will be Wednesday's from 4:00 – 5:00 pm and Thursdays from 10:00 – 11:00 am.
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SLO Core Team Meeting Minutes

Present: Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez,

Tuesday, March 21, 2017, AT 203D, 11:30 – 12:20 pm

TOPIC	Purpose	LEADER	Notes
AUO/SSLO	I/D	Veronica	All Student Service areas and FCO areas now have the Four Column Report. Veronica has planned meetings with individual areas. Within Student Services. Emoja Student Success and Retention Services is now moving under
SLO Workshops	I	Mary	Workshops focused on the person new to the process will be held during Spring 2017. Some will be scheduled during times to accommodate working part-time faculty.
Program Review	I/D	All	SSPBT – They seem to be fine Dept SS - (Couns) Counseling / Matriculation (Hybrid) will complete Student Services program review. Boxes have been so updated. IPBT – The following areas will complete the instructional program review. The boxes have been updated to accommodate and Emoja added. Dept SS - (Couns) Student Success and Retention Services Dept SS - (Couns) PUENTE Dept SS - (Couns) FYE Dept SS - (Couns) Emoja FPBT The Financial & College Operations areas have boxes in TracDat according to their program review questions.
Assessments	I/D/A	All	Newsletter to be disseminated during second week of Spring quarter: <ul style="list-style-type: none"> Honor Roll;

			<ul style="list-style-type: none"> • Honest disclosure article to be written by Toño (Theme: Do you wish to complete SLO/PLO assessments before visit or wait to we get nasty letter and be under pressure of doing them?) • Dates, times and location of workshops. <p>Csnvas should be assessed.</p>
Academic Senate	I/D/A	All	Process for Toño's replacement in progress.