



SLO Core Team Meeting Minutes

Veronica Avila, Karen Chow, Mae Lee, Mallory Newell, Mary Pape, Dawn Lee Tu

Tuesday, October 8, AT 203C, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Approval of Minutes	D/A	Mary	Minutes for June 2019 were approved. Mary will post them.
Assessment of the Process	I/D/A	All	Report to Academic Senate is set for November 18, 3:00 – 3:20 pm.  We will follow presentation planned for June 2019
LOAC Award	I/D/A	All	At Dawn’s recommendation Mary will reach out to Yvette Campbell. The ask and the presentation at Convocation would be based on the Math Performance Success (MPS ) program
New Software	I/D	Mary, Veronica	Contract with eLumen to provide software for De Anza’s curriculum work, student learning outcome assessment data storage, and program review will go before the Board on October 14 <sup>th</sup> for approval.
SLO Summary for Educational Master Plan	I/D/A	Mary and all	Updated report was discussed and approved.
Quality Focus Essay	I/D/A	Mallory, Mary	Updates provided: 1) Information on Program Review and the IPBT allocation process: <ul style="list-style-type: none"> <li>The Academic Senate held trainings on program review for all department chairs on May 10, 2019 and repeated on May 17, 2019</li> </ul> 2) Workshops were held on the logistics of completing Program Review (SLO Core Team minutes of January 8, 2019): <ul style="list-style-type: none"> <li>APRU Document finalized. Workshops to be held in AT 204 are scheduled for: Wednesday Jan 16: 12:30 - 1:20 pm Thursday Jan 17: 2:30 - 3:20 pm</li> </ul>

			<p>Friday Jan 18: 12:30 - 1:20 pm</p> <p>3) SSPBT – Updates to SSLO Program Review involved formatting and Part 13 was deleted. Mary updated TracDat. Veronica presented to SSPBT on January 17th. Deadlines for SSPBT coincided with those of IPBT.</p> <p>4) The following statement from the Quality Focus Essay was discussed:</p> <p><i>Encourage integration of program SLOs, SSLOs and AUOs with equity plan goals so more assessments are linked to an equity component, such as the Institutional Core Competency of Civic Capacity for Global, Cultural, Social and Environmental Justice.</i></p> <p>For SLOs, only programs with certificates and/or degrees have program level outcomes. However, course level outcomes are mapped to ICCs. Veronica will bring in the equity component for outcomes with her next presentation to SSPBT.</p> <p>Mary will attempt to convene a SLO Steering Committee meeting during Fall 2019 to discuss: How has student learning increased?</p>
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D	All	<p>Guided Pathways – Karen: First task that will be asked of all departments is for each departments to map their individual programs.</p> <p>AS – Mary  IPBT – Mary  SSPBT – Veronica  Curriculum Committee – Mae -</p>
Workshops/Office Hours and other one-on-one work	I/D	All	<p>October 3: Paralegal (Daniel Blanchette) Entry of assessments</p>



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Tuesday, October 22, AT 203C, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
Assessment of the Process	I/D/A	All	Report to Academic Senate is set for November 18, 3:00 – 3:20 pm.  Updates to the SLOAC worksheet were discussed. Mary will update and repost to website.
LOAC Award	I/D	All	Yvette Campbell (MPS) has expressed interest. Mary will follow up with her.
Program Review Update	I/D/A	Mallory and Mary	On the current timetable Program Review is due at the end of Winter Quarter. By the time allocation of resources is concluded there is little time left in the academic and fiscal year to actually order the resources. Also, reports actual allocation of dollars for Perkins funds and Strong Workforce funds are due early Winter quarter.  The ideal time to for departments to begin the completion of the Program Review questions would be during Opening Days of the new academic year with the actual Program Review due date set at the end of Fall quarter. As the first step to align the timelines of funds and Program Review, this year the due dates for Program Review have been moved to Monday, February 3 <sup>rd</sup> the chairs to have the report to the Deans and the Deans to have their summary and request spreadsheet due to VP of Instruction on Monday, February 10 <sup>th</sup> . Goal would be that Program Review for each department/area, resource request for each depart/area, and the Dean's summary for each division would be posted to the web by the end of the day on Monday February 10 <sup>th</sup> .  To this end IPBT is in the process of updating questions. When the

			questions are finalized, Mary will set workshop times for department chairs and update TracDat. This will be followed with email to all chairs with new document attached, listing of workshop activities, and instructions.
New Software	I/D	Mary, Veronica	Meeting to discuss timeline of implementation of eLumen software for Curriculum, SLO assessments, and Program Review is to be held on Wednesday, October 30 <sup>th</sup> .
News	I/D/A	Mary and all	Mary will draft newsletter to all faculty once program review particulars are finalized.
Steering Committee	I/D/A	Mallory, Mary	An item on the SLO Steering Committee to discuss in Winter 2020 is: How has student learning increased? Point of discussion from the Quality Focus Essay: “Encourage integration of program SLOs, SSLOs and AUOs with equity plan goals so more assessments are linked to an equity component, such as the Institutional Core Competency of Civic Capacity for Global, Cultural, Social and Environmental Justice.”
Workshops/Office Hours and other one-on-one work	I/D	All	October 17: Donna Stasio (Communications)