



SLO Steering Committee Meeting:

~~Christina Espinosa-Pieb~~, Rowena Tomaneng, ~~Letha Jean Pierre~~, ~~Marisa Spatafore~~, Andrew LaManque, ~~Lois Jenkins~~, Gregory Anderson, Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Jacquelyn Reza, Tono Ramirez, Mary Pape

Date: September 30, 2010

| Topic | Discussion | Action/Concern |
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| Welcome | New Instructional SLO Coordinators, Mary Pape and Tono Ramirez were introduced How get them up to speed? | Tono has been Liaison from the Social Sciences Division since the beginning. Mary Pape was a liaison during 2008-2009 from the Business and CIS Division. Rowena was representing Christina this day. Anu shared a list of readings and references the new coordinators could access in order to “get up to speed”. |
| Note taker | Student helper, Melissa’s is not available during SLO Steering Committee Meetings to take notes. | Rowena will check with Olga to see if she is available. |
| Accreditation Follow-Up Report | Gregory Anderson, Academic Senate President, stated concerns about the accelerated timeline of the creation of the follow-up report. | The timeline imposed hardships upon the faculty, administrators and staff. Anderson strongly advised that increased leadership relative to coordinating the self-study needs to occur soon—he recommended an organized effort with precise deadlines, reminders, collection of evidence etc should not be left solely in the hands of the co-chairs of the Standards. It is imperative that the collection of evidence cannot be delayed until the last moments. |
| Opening Day Results | Instructional groups have all responded positively | Hard and soft copy of the Program SLO materials will be given to Anu in October. SSLOs need an ECMS or Trac Dat system as soon as possible for documentation purposes. |
| Jackie’s report | The staff development office is planning workshops for part-timers. Jackie is wondering how Foothill secured 2 convocation days. | Jackie will be working with her counterpart from Foothill regarding convocation days. Foothill has already scheduled two convocation days dedicated to Student Learning Outcomes and staff development. How did they manage to secure the time? We need to explore how De Anza can secure convocation days. The SLO team wants to foster a culture of inquiry and sharing across the college community. The newsletter and a brown bag series are amongst the ideas that are being discussed amongst the SLO team members. |
| Trac Dat | Review of the Trac Dat Proposal. Christina had previously asked the SLO Team to make a recommendation in regards to the product. | The team recommended to the Steering committee that Trac Dat hosts the system and data in order to house SSLO and AUO results and, keep the ECMS until there is time to plan the conversion to Trac Dat. The vendor is willing to create a contract that would include moving to local hosting in the future. Stacey and Rowena will take the recommendation to Senior Staff, Monday October 3. Anu, Rowena and Gregory will attend the R and P conference October 6-7 and will continue to research other assessment products such as e-lumen or Task Stream. The Committee agreed that the sustainability with commercial product over dependence upon one College programmer in the future is a key priority. |

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| Institutional Planning | The planning of the 6 year assessment cycle should commence this year. The question of whether it is prudent to wait 7 years between “comprehensive program reviews based on the current plan (2008-09 until 2015 to16) is prudent” was discussed. | It was concluded that providing time for the Annual Program Review process to become more robust and meaningful was the best plan. The IPBT and SSPBT groups should work together to ensure the processes are mutually inclusive such that timelines match overall college planning and budget schedules. Institutional Assessment. Andrew said that aside from assessing the ICCs, assessments which include surveys given to students will be performed. |
| New De Anza Institutional Researcher | Job description of the new researcher | Job description of the new researcher includes working with faculty on large assessment projects, helping with projects such as developing a blue print for Trac Dat or a product such as Trac Dat, giving advice about assessment tools in addition to supporting the college in its overall assessment needs was presented by Andrew. |