De Anza College

SLO Core Team Meeting Minutes:
Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: January 13, 2012

TOPIC	Purpose	LEADER	Outcome
TracDat	D/A	Mary	• One way to handle Program Review is on the General Tab for each assessment unit. This was demonstrated along with possible report. • Archived documents can be individually downloaded, re-formatted, and saved as pdf files to then be uploaded into TracDat. This was considered as sufficient for purposes of populating TracDat with previous archived assessments. No attempt will be made to copy "Phase II" for ECMS "in progress" SLOACs. • Mapping label titles will be updated with help notes by Toño and Anu. • Mary will remove link from courses to institutional outcomes. • PLOs will be uploaded and mapping for PLOs will be completed using documents collected and posted on the Instructional IPBT website. • During the break Bradley, Mary and Paul discussed the proposed export of SLOs from ECMS and upload of same to TracDat. Duplicate courses were deleted from TracDat in preparation. Bradley is completing the export file. Mary will check it for collisions with SLOs uploaded as part of SSLO/AUO data. Jim will provide Mary with a list of such courses.
Training	D/A	Toño	Toño introduced some ideas for department chair training.

Date: January 23, 2012

TOPIC	Purpose	LEADER	Outcome
2012 Partners in Learning Conference	I/D	Toño	Toño will present a workshop on assessment focused on the question: "Would you teach differently if you didn't have to assign grades?"
What does proficiency translate to?		Anu	Anu will be attending the Assessment Academy January 27 where Dr. Beno will speak and answer questions. Suggested question: "How many (or what) community colleges are at Proficiency in their SLO process?" ACCJC has finalized their De Anza accreditation report and it should be available by the end of January.

Once there is a better definition of proficiency available then there will be a big push to motivate faculty to work to achieving proficiency. Also, an important consideration will be the consequences of not achieving proficiency. |
| Presentation to Academic Senate | D/A | All | Present to Academic Senate that Critical Thinking will be the ICC assessed this year. The entire definition of this ICC will be explained. We will seek their approval and ask for input from all faculty on what faculty are currently doing within their own classes/departments to assess their role in meeting De Anza's critical thinking ICC and secondly, we would like to invite suggestions for a campus-wide 'direct assessment of this ICC.

Toño and Mary will return two weeks later to get their feedback. SLO core team members are asked to e-mail Mary an idea or two |

			on how to assess critical thinking. Toño will request a 3:30 or later 10 minute time slot. National mandated research survey will have 15 questions to gather data on student perception of their critical thinking skill and the other ICCs.
Convocation	D	All	"Critical Thinking" assessment, unveiling of TracDat and possibly a speaker.
Scantron and Scantron training	D/A	Coleen	Postponed until Coleen is present.
TracDat & Training	I/D/A	Mary & Toño	Waiting on download from ECMS and then upload to TracDat of SLO statements. Training in the form of an introduction and help shops will commence when system is operational.
Quality of assessments	D	All	Curriculum Committee is considering this topic presently. Starting point to improve quality of assessments might be to query BPTs on what information is important to them for decision making purposes. The point is that the assessment is for the faculty member to reflect and make enhancements upon, but, according to the ACCJC, budget decisions must be tied to the SLO process.

De Anza College SLO Core Team Meeting Agenda:

Anu Khanna, Jim Haynes, Coleen Lee-Wheat, Toño Ramirez, Mary Pape

Date: January 30, 2012

TOPIC	Purpose	LEADER	Notes
Accreditation Conference February 10-11	I/D/A	Mary	Theme is From Product to Process: Accreditation for the Common Good. Program is online at http://asccc.org/events/2012/02/accreditation-institute. Jim, Coleen, Toño and Mary will fly down Friday early and back Saturday afternoon.
Assessment Academy	I/D	Anu	John Nixon replaced Dr. Beno as speaker. According to John Nixon proficiency means that every course needs to be assessed. The given date so far is October 2012. This is in strong contrast to statements made by Susan Clifford. Susan stated that Proficiency meant having a plan in place to assess all courses, programs and institutional learning outcomes. John Nixon's definition of proficiency comes in spite of fact that the Commission has still not decided on what data it will collect for a college to demonstrate proficiency, how this data will be collected from the 111 community colleges, or what the consequences will be if proficiency is not obtained. John stated these decisions will be made by the Commission in March, finalized in April and training shops offered in May.

John Nixon agreed to take back to the Commission Anu's suggestion that the date to demonstrate proficiency be moved to December 2012 in consideration of those colleges on the quarter system that resume classes at the end of September. |

			The ACCJC will be revising the accreditation standards in March. There will be opportunity for open discussion on the proposed changes. It is highly probably that these revised standards will be in place for De Anza's next accreditation.
Presentation to Academic Senate	D/A	All	Toño and Mary will present to the Academic Senate on January 30. The focus of the presentation will be to 1) explain the necessity of assessing the institutional learning outcomes, 2) ask for a "buy in" to choose critical thinking as the ICC for this year, 3) introduce the concept that this will be a main focus of the 2012 SLO Convocation, and 4) explain concept of direct assessment of ICCs. Academic Senate will be asked to collect data on current methods of assessment and ideas on new ways to assess at department level.
Convocation	D	All	Convocation will have two focus points: Assessment of Critical Thinking and TracDat unveiling. Anu will pursue inviting a presenter from last week's Assessment Academy to speak on assessing critical thinking. Toño will look into reserving conference rooms in A & B in Hinson center.
Scantron and Scantron training	D/A	Coleen	Machine is set up in Forum 6F. Byron is currently setting up a meeting with a technician from the company. After scanning their documents in, faculty will be able to analyze the data over the Internet.
TracDat & Training	I/D/A	Mary & Toño	SLOs for courses will be exported from ECMS this week and uploaded as soon as Nuventive is able to after that.