



SLO Core Team Meeting Agenda

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

Tuesday, June 6, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
May Minutes	I/D/A	All	Minutes for May 2017 were approved. Mary will post the May minutes to the SLO website.
SLO Plan	I/D/A	All	<ul style="list-style-type: none"> • Mary will assist Toño to create and maintain a spreadsheet shared on Office 365 listing each department’s progress. Mary will experiment with available report features. However, the final result might be a suggestion to have and pay for a custom report to be crafted by Nuventive. • Toño created an email to be sent to department chairs offering SLO retreats. These retreats should last between 3 and 4 hours. Departments may contact Amy, Mary or Tono to arrange such a retreat anytime between now and July 6th. • Creating methods for each SLO outcome is to be stressed. During Summer each department chair will be emailed a request to enter methods positioning the department to send out assignments to faculty in the Fall. • Asks from Curriculum Committee are 1) Layout courses due for revision for the next five years, and 2) place a SLO assessment piece in the course revision process. The latter could be simply a checkbox on the front page that each SLO outcome had been assessed within the last five years.
SLO Workshops	I	Mary	Future planned workshops: <ul style="list-style-type: none"> • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab • Thursday, June 8, 3:30 – 4:00 pm, AT 204 • Thursday, June 8, 6:00 – 7:00 pm, AT 204 Sign up:

			https://goo.gl/forms/jIn08nyBpfps3r7s2
SLO/SSLO/AUO retreats	I/D	All	First retreat will be for Physical Education coaches. This retreat has been coordinated by Coleen Lee-Wheat and Danielle Von Matt. All PE classes share a common SLO and a common method of assessment (survey). This will be the assignment sent out to participants. A list of participants will be requested. Amy and Mary will be facilitators.
Newsletter	I/D/A	All	Last Newsletter of the year is scheduled to be out during the week of June 19 th . Topics to be included: <ul style="list-style-type: none"> • Retreats • Accreditation Article (Amy) • Announcement of LOAC Award to Speech Department
2018 Convocation	D/A	All	Mary to send email to Christina requesting the first Friday in March 2018 for the Convocation. Upon confirmation of date with Christina, Mary is to send a request to Marisa to place the event on the calendar. This request is to be accompanied by a description of the event.



SLO Core Team Meeting Minutes

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Tuesday, June 13, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
SLO Plan	I/D/A	All	<ul style="list-style-type: none"> • We have not heard back from the curriculum committee on the following asks: 1) Layout courses due for revision for the next five years, and 2) place a SLO assessment piece in the course revision process. The latter could be simply a checkbox on the front page that each SLO outcome had been assessed within the last five years. <p>Clarification:</p> <ul style="list-style-type: none"> • Part-time faculty are required to complete Student Learning Outcome assessments only if there is no full-time faculty member teaching the class. However, part-time faculty can be invited to contribute assessments when there is a full-time faculty member also teaching the course and they can be invited to participate in any dialogue. • Part-time faculty are also required to include student outcome statements on their syllabus. <p>Attention also needs to be focused on Program Learning Outcomes. 30 – 50% of PLOs should be assessed by June 30, 2017 (and all by end of Spring 2019). Reading department has questioned the need for program level outcome statements. Following the most recent guidelines from ACJCC the departments PLO statements will be archived.</p>
SLO Workshops	I	Mary	<p>Workshops held:</p> <ul style="list-style-type: none"> • Wednesday, June 7, 12:30—1:20, MLC Faculty & Staff Computer Lab

			<p>Attendees: Catherine Hrycyk, Sujung Park</p> <ul style="list-style-type: none"> Thursday, June 8, 3:30 – 4:00 pm, AT 204 <p>Attendees: Roberta Bloom, Valerie Greene, Ron Kleinman, Shriv Lakshmanan, Carmen Ramos-Castro, Nelly Valencia,</p> <ul style="list-style-type: none"> Thursday, June 8, 6:00 – 7:00 pm, AT 204 <p>Attendees: none</p> <p>Office Hours: Jason Bram (Biology) in regards to both ES and Bio</p> <p>Fall 2017 New Employee Orientation: The SLOs segment is scheduled for Wednesday September 13th from 11:15 to 11:45 in MLC - room number is yet to be determined. Plan is to separate new employees into two groups: faculty that will be focused on SLOs and their assessments and non-faculty who will be focused on SSLOs and AUOs and their assessment.</p>
SLO/SSLO/AUO retreats	I/D	All	<p>First retreat was for Physical Education coaches. This retreat was coordinated by Coleen Lee-Wheat and Danielle. All PE classes share a common SLO and a common method of assessment (survey). This was the assignment sent out to participants.</p> <p>Attendees: Mark Johnson, Megan Kravets, Mark Landefeld, Erick Raich, Danielle Von Matt</p> <p>Other areas requesting retreat: ESL, Journalism,</p>
Newsletter	I/D/A	All	<p>Last Newsletter of the year is scheduled to be out during the week of June 19th. Topics to be included:</p> <ul style="list-style-type: none"> Retreats Accreditation Article (Amy) Announcement of LOAC Award to Speech Department
2018 Convocation	D/A	All	<ul style="list-style-type: none"> Mary sent email to Christina requesting the first Friday in March 2018 for the Convocation

			<ul style="list-style-type: none"> • Upon confirmation of date with Christina, Mary is to send a request to Marisa to place the event on the calendar. This request is to be accompanied by a description of the event.
VALUE Institute	D/A	Toño	<p>AAC&U has announced a partnership with Indiana University’s Center for Postsecondary Research (IU CPR) to establish the VALUE Institute which will be a continuing resource for higher education institutions to document, report, and use learning outcomes evidence to improve student success in college.</p> <p>Toño registered De Anza College as interested in participating.</p> <p>The VALUE Institute will launch later in 2017 and will enable any higher education institution and consortia of institutions to utilize the VALUE rubrics approach to assessment by collecting and uploading samples of student work to a digital repository and having the work scored by certified VALUE Institute faculty scorers for external validation of institutional learning assessment.</p> <p>The VALUE Institute will enable institutions to examine learning achievement across student population groups and have access to a nationwide landscape of learning benchmarks of achievement across Essential Learning Outcomes encompassed in the Degree Qualifications Profile and AAC&U’s LEAP Initiative.</p> <p>Additional Information and Links:</p> <ul style="list-style-type: none"> • The VALUE Institute: Services and Resources • The VALUE Rubrics Approach • Expression of Interest Form in the VALUE Institute (IU CPR) • About AAC&U’s VALUE initiative <p>For more information, call (202) 387-3760, or write to Rachel Golden at golden@aacu.org.</p>



SLO Core Team Meeting Minutes

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Tuesday, June 20, 2017, AT 203D, 1:30 – 2:20 pm

TOPIC	Purpose	LEADER	Notes
SLO Plan	I/D/A	All	With representation on the Curriculum Committee for 2017-18 we hope to accomplish the following: 1) Layout courses due for revision for the next five years, and 2) place a SLO assessment piece in the course revision process. The latter could be simply a checkbox on the front page that each SLO outcome had been assessed within the last five years.
SLO Workshops/Retreats	I	Amy, Mary Toño	<p>Retreats – BHES Division Retreats was held Thursday June 15. Attendees were: Valerie Greene (ESCI), Helian Ratsirarrson (ESCI), Nora Balabaniam (Bio), Jason Bram (Bio), Susmita Sengupta (Bio), Adrienne Frisbee (ESCI), Bill Roeder (ESCI), Simon Kang'a (Bio), Guido Bordignon (Bio) Certificate of participation will be placed in each attendee's mailroom box.</p> <p>Environmental Science department has been receptive to "coming" from behind to complete assessments.</p> <p>Office Hours – Liza Stimson: Theatre Completed two SLO assessments</p>
Newsletter	I/D/A	All	<p>Last Newsletter of the year is scheduled to be out by the end of this week. Subjects:</p> <ul style="list-style-type: none"> • Retreats. Place emphasis on methods completion • Accreditation Article (Amy) • Announcement of LOAC Award to Speech Department • Clarification on adjunct faculty responsibilities in regards to SLO work.

			<p>Part-time faculty are required to complete Student Learning Outcome assessments only if there is no full-time faculty member teaching the class. However, part-time faculty can be invited to contribute assessments when there is a full-time faculty member also teaching the course and they can be invited to participate in any dialogue.</p> <p>Part-time faculty are also required to include student outcome statements on their syllabus.</p>
2018 Convocation	D/A	All	<p>Mary has not heard back from Christina concerning email Senet June 6 at 3:07 pm requesting the first Friday in March 2018 for the Convocation. At Coleen's suggestion, Mary is to proceed anyway and send a request to Marisa to place the event on the calendar. This request is to be accompanied by a description of the event.</p>
Summer Tasks	I/D/A	All	<ul style="list-style-type: none"> • SLO statements to be integrated with Canvas by Fall 2017. • Prepare (collaborating with Heidi) training sessions for completing SLO assessments on Canvas • Update TracDat • Add reports to "All Instructional Division" • Gather department chair names • Website including ICC and 'Showcase' sites • Mapping within such areas as FYE • Mary will assist Toño to create and maintain a spreadsheet shared on Office 365 listing each department's progress. Mary will experiment with available report features. However, the final result might be a suggestion to have and pay for a custom report to be crafted by Nuventive. • Assist in correlating assessments with the course revision schedule. • New Faculty presentation on September 13 at 11:15 -11:45 am in MLC Building. • Developing Workshops keyed to new model