De Anza College
Agenda SLO Meeting
March 26, 2009

Expected Attendees: Christina Espinosa-Pieb, Robert Griffin, Andrew LaManque,
Anu Khanna, Anne Argyriou, Jim Haynes, Coleen Lee-Wheat

I.   Summary and Discussion of Merritt College Conference—Jim Haynes

II.   Current Progress—Coleen
 a. Training – Division Liaisons –Success
 b. Follow-up with Deans and Liaisons Pilot Group
 c. SAO training plans--Jim
 d. Documentation—creation of forms
 e. Long term embedded calendar—program review implications

III.   ILO, SLO, SAO – Jim Haynes

IV.   Other

MINUTES:
March 26   10:30a-12:00
ECMS team, Bradley Creamer, Andrew LaManque, Anu Khanna, Anne Argyriou, Jim
Haynes, Coleen Lee-Wheat

Discussion: Documentation process for Student Learning Outcomes
Can we link it to the ECMS process?
The conclusions were:
1) We should discuss policy and procedures before creating a documentation process
2) The SLOP form can be used as an intermediary step until Bradley is given the
   time to work on a new system—at this point in time he has been assigned to a
   project for the tutorial center
3) Electronic copies of all documentation will make future transfers of information
   much easier. Mi Chang will help format the SLOP form onto an excel
   document—a better format for future dispersion of information, sorting etc.
4) The SLO-Process will create an abundance of information so it will need its own
   system ECMS 8
5) There is a strong need for a back-up server with this additional load of
   information.
6) Hardcopies of all information should also be kept.

Noon-12:30 Jim, Coleen, Anu and Anne met and revised Agenda for SLO leadership
group meeting

Jim Haynes presented his findings from the Merritt College Conference. Robert Griffin
added his findings from AJCC training for accreditation teams. They both agreed that the

problem with the accreditation process is that individual interpretations of information has led to a lack of standardized assessments. The SLO process emphasis needs to show that the College in question is integrating Student Learning Outcomes at all levels—especially in program reviews and subsequently influencing monetary decisions and policy/procedure changes. Jim introduced the concept of ILO's – Institutional Learning Outcomes- and aligning "all cycles" (accreditation self-studies, program review, budgetary cycles, ...

Coleen presented a long term calendar which (needs formatting improvement) which shows the integration of the SLO process with "annual program review updates which have set criteria" that blend into the three year cycle of program review. Also, indicating that the Senate and IBBT should be creating criteria for the three year program review the year before the actual program review takes place. The calendar also attempted to show how assessment cycles at all levels would start and eventually recycle so that by 2012 there would be at least two completed course SLO assessment cycles and program review updates, SLO's written at every level—course, program, institutional.

SLO presentation at the May meeting of the Board will occur.

Outcomes Coordinators Position Job Announcement was discussed. Release time will be increased to 8 classes per year (.0333 classes?). The load can be spread out over the year. When will the job announcement for the Staff Development Coordinator occur? Jim noted that it is imperative that there is a SLO component listed in the job minimum requirements section (Anne, Anu, Jim or Coleen should be on that committee)

Current Progress
March 11, 2009 training was a success
Follow-up with the Deans and Liaisons and Pilot Group has started
SLO Spring Quarter Workshop to "brush up" will be held 2nd and 3rd week of the quarter
SAO Spring Quarter Workshop will take place on Friday April 24
Flex Days for the future were discussed. Possible addition of Mondays before finals week
Opening Day Plans are still pending
Documentation processes were discussed. Christina will contact the Bradley about his current assignment and determine the feasibility of prioritizing the SLO project. Andrew noted that a 10 to 12,000 dollar server would be needed. This project is going to generate a huge amount of information.