DE ANZA COLLEGE
SLO TEAM MEETING
MAY 11, 2010 ATC 209

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TOPIC	DISCUSSION LEADER	DISCUSSION
Website Flo Chart	Coleen, Anu	The second draft of the chart was discussed. Minor changes were suggested. Coleen will relay the information to the TWRIT students
ECMS "Finish . . button"	Anu, Byron	The current "Finish button" sends the document to permanent storage. Editing the document after choosing the "Finish . . ." button is impossible. It was decided that the system will automatically flash STOP and warn the user that by pressing the button a second time it will transfer to permanent storage. The training manual, tutorial, oral presentations will now emphasize what choosing the button means.
Documentation	Anu	The current system is still not developed enough to capture all of the desired reports. Anu will ask Bradley to run a SLO ECMS report on May 24, 2010 and forward hard copies to the Deans. It was emphasized that any of this SLO data at this time will not be evaluated. It is merely a reporting of "what has been done". We fully expect the process and documentation pieces to change over the next few years as the College works with the processes and documents.