

**De Anza College
Minutes for July 7, 2011**

Purpose: SLO Steering Committee Meeting

Location: Admin 106

Time: 3:00 - 5:00 PM

AGENDA TOPIC	PURPOSE	LEADER	OUTCOME	ATTACH
Accreditation	D/ A	All	Site visit is from October 24 – 27, 2011. Chancellor Raul Rodriguez is the chair of the committee. Update web site Develop a one-page guide to help ACCJC Committee members to navigate ECMS/SLO.	
Proposed timeline for 2011-2012	I/D /A	Pape/Ramirez	<p>a. Summer 2011:</p> <ul style="list-style-type: none"> i.TracDat: Input SSLO/AUO data ii.TracDat: Refine setup of user interface based on input process iii.TracDat: Begin writing user manual. Anu will e-mail materials received from other colleges. iv.SLO Website: Revise/review in preparation for accreditation visit v.General: Review all SLOAC/PLOAC data gathered in the past year, target programs in need of assistance vi.Event Prep: Prepare videos/workshops for Opening Day. The web site Xtranormal.com might be a starting point. vii.Newsletter: suggestion to include article on Tracdat highlighting its choice based on lowest cost and efficiency/ease of use for faculty. <p>b. Fall 2011:</p> <ul style="list-style-type: none"> i.TracDat: Complete user manual ii.TracDat: Identify and begin work with select group of faculty/staff ‘beta testers’ iii.Liaisons: Recruit/train/maintain new/old liaisons iv.Campus Event: 2 workshops at Opening Day (one for liaisons, one for general assessment strategies) v. Event Prep: Design training workshops for winter liaison training <p>c. Winter 2012:</p> <ul style="list-style-type: none"> i.TracDat: Intensify beta testing ii.TracDat: Begin training workshops for dept. chairs and SLO liaisons iii.Campus Event: Presentation at Teaching and Learning Conference iv.Event Prep: Prepare for spring convocation <p>d. Spring 2012:</p> <ul style="list-style-type: none"> i.TracDat: ‘Unveil’ TracDat as primary SLO/SSLO/AUO tool for the campus at our convocation day 	

			ii.Campus Event: 2nd Annual SLO Convocation: April 20	
Budget Requests	D/ A	Pape/Ramirez	<ul style="list-style-type: none"> • It was tentatively agreed that SLO Coordinators would receive 3 courses release time for 2011-12. This will include compensation for summer 2011. Christina will bring proposal to Senior Staff on July 11, 2011. Proposed budget attached below. • Mission statement/decision-making process signs for conference rooms will be ready for Fall 2012. No further action needed by SLO group. • Christina will explore ways for Melissa Roche to continue as SLO student assistant. This is best due to her expertise in the SLO process and with maintaining the website. Request is based on 15 hours per week. • Faculty liaisons will be able to receive PGA/PAA credit. For meeting outside of regular meetings liaisons will need to submit a form to Toño or Mary by the end of the quarter. The maximum number of hours is to be 15. These PAA/PGA hours are in addition to hours credited for workshops. 	X
Steering Committee Meetings	D/ A	All	<p>Next Meeting will be for September 19, 2011 in Admin 109 from 2:00 – 4:00 pm.</p> <p>For the academic year of 2011-12 Steering Committee meetings will be scheduled once per quarter (during finals week).</p> <p>Christina and Rowena will check on the feasibility of including a Dean on the SLO Steering Committee.</p>	

A = Action | D = Discussion | I = Info | Online = <http://www.deanza.edu/gov/IPBT/>

Administrative Reps	SLO Coordinators	SLO Team Members	Shared Governance Reps
Christina Espinosa-Pieb, VPI Stacey Cook, VPSS - absent Marisa Spatafore, Marketing - absent Rowena Tomaneng, AVPI Mallory Newell, IR - absent	Mary Pape, SLO Coordinator Tono Ramirez, SLO Coordinator Jim Haynes, SSLO Coordinator	Anu Khanna, Curriculum Co-Chair Jackie Reza, Staff and Organizational Development Coleen Lee-Wheat, Academic Senate VP	Karen Chow, Academic Senate President Rich Hansen, FA - absent Lois Jenkins, Classified Senate President-absent

De Anza College Proposed Use of Fund Balance for 2011 - 2012				
SLO/SAO Budget				
Item	Description	Total	2010-2011	Sr. Staff
Guest Speaker/Training	Annual Budget 2011-12	\$ 3,000	\$ 3,000	
Meeting Expenses	Annual Budget 2011-12	\$ 1,000	\$ 1,000	
Materials/supplies	Annual Budget 2011-12	\$ 1,000	\$ 1,000	
SLO Conferences	Annual Budget 2011-12	\$ 3,000	\$ 3,000	
Reassigned Time	Annual Budget 2011-12	\$ 65,000	\$ 65,000	
SLO Office Support	Annual Budget 2011-12	\$ 5,000	\$ 5,000	
	Total SLO/SAO	\$ 78,000	\$ 78,000	