



SLO Core Team Meeting Minutes

~~Veronica Avila, Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez, Jeff Schinske~~

Wednesday, April 8, 2015, AT 203C 9:30 – 10:20 am

TOPIC	Purpose	LEADER	Notes
2015 Convocation	I/D/A	Mary & Toño	Logistics were discussed: <ul style="list-style-type: none"> <li>• Morning presentation – Toño</li> <li>• Discuss video set-up with Tammy Ehle – Mary</li> <li>• Questions for student panelists - Jeff, Toño, &amp; Veronica</li> <li>• Table discussion questions – Mary &amp; Toño</li> <li>• Send reminder to all faculty. Include information about our special panel and expectations concerning Assessment Plan - Mary</li> <li>• Suggestion Box - Mary</li> <li>• Program/schedule - Mary</li> <li>• Breakout Session Sign-up Sheets - Mary</li> <li>• Involve Liaisons – Give them questions to ask faculty in their area - Mary</li> <li>• PAA/PGA proof and luncheon “ticket” – Mary &amp; Coleen</li> </ul>
TracDat	I/D/A	Mary	Andrew has been inquiring whether we will migrate to version 5. DA and FH may choose separate versions (we currently do not have the same versions.)



SLO Core Team Meeting Minutes

~~Veronica Avila, Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez, Jeff Schinske~~

Wednesday, April 8, 2015, AT 203C 9:30 – 10:20 am

TOPIC	Purpose	LEADER	Notes
2015 Convocation	I/D/A	Toño	<p>Discussed updates to slide presentation for morning session.</p> <p>Agreed upon questions for student panelists.</p> <p>Updated the “reflection” and “enhancement” questions for the ending table discussion.</p> <p>The layout of the room was reviewed. The stage will have chairs and two wireless mics for the student panelists. Two more mics will be available for presenters. If possible guests who wish to ask questions and/or add something to the discussion should be requested to come to the stationary mic at the front.</p> <p>Christina will be asked to welcome all. We will request that at the end of her address she share how she relaxes to sustain her personal wellness. This then will be the lead into ice breaker for each table (share what you do to relax and sustain wellness).</p> <p>Program handout was reviewed and updated. It will serve as documentation for PAA/PGA credit.</p> <p>Student Panelists confirmed:            LEAD – Environmental Studies: Nicholas Estrada, Mia Hernandez            LEAD: Naresa Hussaini, Stacey Ochoa            FYE: Vanessa Mae Flanagan            LINC: Emily Lovelace, Cristina Maravilla, Kionna Simms</p>

			<p>Final draft of the schedule:  Morning open session “The cup is half full” 9:00 – 10:30 am  Summary of assessment of service programs:  The Tobacco Cessation Program - Health Services (Alana Hernandez)  “Chill City” - Health Services (Alana Hernandez)  The Food Pantry - Occupational Training Institute (Veronica Acevedo Avila)  PLO assessment for Physical Education department (Coleen Lee-Wheat)  Psychological Services  Personal Responsibility – Student Panel answers questions posed by a facilitator. Confirmed: Nicholas Estrada  Vanessa Mae Flanagan, Mia Hernandez, Naresa Hussaini, Emily Lovelace, Cristina Maravilla, Stacey Ochoa, Kionna Simms</p> <p>Breakout Sessions 10:40 – 11:25 am and 11:30 am – 12:15 pm  ◇ Wellness and Personal Responsibility Across Boundaries  Presenter Veronica Neal – Room AT 202  ◇ “The Cup is Half Empty”  Presenter Tono Ramirez – Room AT 204  ◇ “Harm Reduction at De Anza”  Presenter Michele Lebleu Burns – Room AT 311  ◇ Department Chairs/Program Coordinators and the SLO Assessment Process  Presenter Mary Pape – Room AT 205  ◇ Everything you wanted to know about writing an assessment w/ or w/out TracDat Presenter Amy Leonard – Room AT 203  Lunch Conference Room A &amp; B Noon – 1:10 pm  Massage and Companion pets available  Department/Division Meetings 1:10 – 3:00 pm</p>
--	--	--	--

Flexible Calendar	D/A	Mary	Tabled for next meeting
-------------------	-----	------	-------------------------



SLO Core Team Meeting Minutes

~~Veronica Avila, Randy Bryant, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mary Pape, Toño Ramirez, Jeff Schinske~~  
**Wednesday, April 22, 2015, AT 203C 9:30 – 10:20 am**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
March Minutes	D/A	Mary	March Minutes were approved and will be posted on SLO website.
Flexible Calendar	D/A	Mary	<p>The following additions will be added to the 2015 Flexible Calendar. Mary will update and send the document to Rowena Tomaneng.</p> <p>Add under <b>Question 9:</b>            Assist in planning in regards to the implementation of the new ACCJC Standards.</p> <p>Add under <b>Question 17:</b>            SSLO/AUO Outcome Assessment - Veronica Avila</p> <p>Collaborate with SSLO/AUO department heads to assist with creation of outcomes, the collecting of assessment data, and documentation of reflection and enhancement components of assessment cycles. This involves meeting one-on-one with leads, attending staff meeting, and or presenting at department retreats.</p> <p>Attend SSPBT meetings College Council meetings to inform of assessment work being conducted and to assist in the integration of assessment work with campus-wide decision making.</p>
2015 Convocation	I/D/A	Toño & Mary	<p>A very special thanks to our student panelists: Vanessa, Cristina. Emily, Naresa, Mia (Vanessa Mae Flanagan - FYE, Mia Hernandez - LEAD, Naresa Hussaini - LEAD, Emily Lovelace - LINC, Cristina Maravilla - LINC).</p> <p>Comments gathered from participants:</p>

			<ul style="list-style-type: none"> <li>• Staff did not feel included in the invitation. This was especially disappointing since half of the morning program was about SSLO areas. For the 2016 Convocation we will advertise the event to the Classified Senate concurrently with making “Save the Date” presentation to the Academic Senate.</li> <li>• We received the suggestion that Creative Arts Performance students should have been included on the student panel. For 2016. For the next Convocation we will make a concerted effort to be more inclusive. In addition, in order to promote Creative Arts program we will consider inviting their students to perform as we did for the 2014 Convocation.</li> <li>• Unsolicited feedback indicates that participants felt the summary of assessment of service program was informative. All appreciated hearing De Anza students discuss their success at learning to be personally responsible with the help of our special programs: LEAD, LINC, and FYE.</li> <li>• Repeating breakout sessions proved to be welcomed idea. Participants appreciated having a session where they took away something that they could immediately apply “on the job”.</li> </ul> <p>An email will be sent to all participants (Mary) with a two-fold purpose:</p> <p>1) Complete our “live” assessment by eliciting participant reflection on what the student panelists said and enhancement ideas of what faculty and staff could do differently for promoting students’ sense of personal responsibility.</p> <p>2) Elicit feedback on the day itself:</p>
--	--	--	--

Meeting with Academic Senate Officers	D	Toño & Mary	<p>Toño &amp; Mary will meet with the Academic Senate Officers on April 22. Two topics to be discussed are:</p> <p>1) Percentages of assessments completed. After updating this information, Mary reports there has been very little change in percentages of assessments completed since June 2014. It should be noted that a student learning outcome is considered being assessed if and only if the assessment includes data summary and reflection. Merely listing method(s) of assessment is insufficient. This is consistent with the definition Anu brought away from her recent activity as a member of a site visiting committee member.</p> <p>2) The new ACCCJC Standards seem to indicate that disaggregated data needs to be kept when assessing SLOs. Possible ways that the team envision this to happen are:</p> <ul style="list-style-type: none"> <li>• Catalyst “Outcomes” feature demonstrated by Mary</li> <li>• Feature added to Banner so that target met/not met can be collected concurrently with entering grades (Mary will investigate possibility)</li> <li>• TracDat using Data Tools feature (Ease of use will be explored at Nuventive Workshop in June).</li> <li>• Course Studio (Mary will investigate feasibility)</li> </ul>
---------------------------------------	---	-------------	--



SLO Core Team Meeting Minutes

Veronica Avila (via conference call), ~~Randy Bryant~~, ~~Anu Khanna~~, Coleen Lee-Wheat, ~~Amy Leonard~~, , Mary Pape, Toño Ramirez, ~~Jeff Schinske~~

**Wednesday, April 29, 2015, AT 203C 9:30 – 10:20 am**

<b>TOPIC</b>	<b>Purpose</b>	<b>LEADER</b>	<b>Notes</b>
Flexible Calendar	D/A	Mary	Submitted but will be updated with a more complete list of the responsibilities of the SSLO/AUO coordinator.
Academic Senate	D	Mary & Tono	<p>Mary &amp; Tono met with Mayra Cruz on afternoon of April 22. Items discussed:</p> <p>1) Percentages of assessments completed (course and program level).</p> <p>2) Possible ways to collect data to meet new ACCCJC Standards:</p> <ul style="list-style-type: none"> <li>• Catalyst “Outcomes” feature demonstrated by Mary</li> <li>• Feature added to Banner so that target met/not met can be collected concurrently with entering grades</li> <li>• TracDat using Data Tools feature (Ease of use will be explored at Nuventive Workshop in June).</li> <li>• Course Studio</li> </ul> <p>Program Review was a topic discussed during Academic Senate meeting of April 27. Veronica Neal presented a change to add separate column to address equity as it pertains to several of the topics. This format would not lend itself well to TracDat being used to once again capture responses. It was further discussed that rather than an extra column being added, the right hand column giving directions on what was to be addressed in each question should be updated to emphasize reference to equity. Mary is to contact Veronica on this.</p>
2015 Convocation	I/D/A	All	Mary did email a request to all 2015 Convocation participants in



			<p>order to gather both ideas to complete the reflection and enhancement phases of the “live” assessment of Personal Responsibility and ideas of how to improve the convocation. Only one respondent so far.</p> <p>Toño will summarize reflection ideas collected and collect enhancement ideas. Send Fritz</p>
Faculty/Staff Meetings	I	All	Mary – Letty Wong April 22 in regards to ESL assessment plan.
District Opening Day Workshops	I/D/A	All	<p>Discussed possibility of workshop surrounding activities that are taking place that are really SLO assessments in disguise. One in particular is happening in SSH Division is CAR: Conversation, Application, &amp; Reflection.</p> <p>Tono will draft possible workshop title and 2-3 sentence description of the workshop. This information along with presenter(s) name(s) and title(s) is to be sent to Paula Norsell, Assistant to the Chancellor by May 19th.</p>
TracDat	I/D/A	Mary	Mary will attend Nuventive Conference June 7-9. This will be an opportunity to investigate Version 5, Data Tools as this feature might apply to disaggregation of data, and new options for program review.