



SLO Team Meeting:

Anu Khanna, Jim Haynes, ~~Jacquelyn V Reza~~, ~~Coleen Lee Wheat~~, Toño Ramirez, Mary Pape

Date: September 6, 2011

TOPIC	Purpose	LEADER	Outcome
Opening Day, Thursday	D/I/A	All	Video script was finalized. Anu will complete video. Form for department was finalized. Mary will send that out to each department chair during week of August 19. Copy will be posted on SLO website.
Liaison Reception	D/A	Mary Toño	Coleen reserved the El Clemente Room for Thursday, September 22 from 3:30-5:00 pm. First half hour will be for set-up time. Food: Cookies, etc. from Cosco (Anu) Drinks: Coffee (arrange with campus – Toño), water, soda (Mary) Napkins, plates (Mary) Toño will e-mail invite to liaisons with a follow-up e-mail on Wednesday September 21.
Opening Day, Friday	D	All	Presentation will center on celebrating the past and planning for the future as it concerns the SLO process. Mary will design a power point that will incorporate audience participation in a “class lecture” style.
New Faculty Orientation	D/A	Mary Toño	Jackie added some new ideas. Mary will update the slide presentation and have copies ready for the activity. Dry run through during September 13 meeting.
SLO Guide	D/A	Mary	Manual still needs some refinement. Toño will e-mail rubric.
Steering Comm Agenda	D/A	All	As of now this is seen as summarizing progress for July and August and a “dry run” of SLO presentations both on Thursday September 22 and Friday September 23 along with worksheet to be complete by faculty.



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Date: September 13, 2011

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Opening Day, Thursday	D/I/A	Anu	Video was further tweaked and is now ready. Anu will “publish” the video and add captions.
Liaison Reception	D/A	Toño	Plans are in place and invitation has been sent out to Liaisons.
Opening Day, Friday	D	All	Further work is needed. Will communicate ideas to Mary through e-mail.
New Faculty Orientation	D/A	Mary Toño	Materials are ready
TracDat Update	D/A	All	On September 19, Mary show Steering Committee progress so far reminding all that SSLO and AUO data was to be entered first and the time-line developed at July’s Steering Committee meeting called for Instructional SLO data to continue to be entered via ECMS – SLO system until Spring quarter when faculty would be trained on TracDat system.
SLO Guide	D/A	Mary	Will be posted on website showing each update date.
Web site check	D/A	All	Toño will update the SLO site including the SLO Process Guide and July-August minutes.



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Date: September 29, 2011

TOPIC	Purpose	LEADER	Outcome
Debrief: Opening Days	D/I/A	Anu	SLO video was well-received. Results of work completed by departments/instructional areas are being tabulated.
Accreditation	D/A	All	Office of Outcomes and Assessment is needed to further sustainability of the SLO Process. Even if accreditation bodies should change, an accountability process will remain. This office is needed to provide faculty continuity and support as those in the coordinators' positions change. There needs to be a point person to field faculty questions and a staff of no less than 50% full-time to accomplish the tasks of facilitating the capturing and reporting of SLO data and on-going training. This need is further underscored since it appears that the Director of Professional & Organizational Development will no longer be a member of the SLO core team.
TracDat	D/A	Toño	Current manual needs to be vetted and final tweaks to the instructional view must be accomplished.
SLO Website	D	All	All is compliant with the links from the Self-Study. Work to enhance the look of the SLO home page will be postponed until after the Accreditation Team visit.
Newsletter	D/A	Mary Toño	Data collected from the Opening Days will be used. Mary will ready rough draft by next meeting.