



SLO Core Team Meeting Minutes

Veronica Avila, Karen Chow, Mae Lee, ~~Amy Leonard~~, Mallory Newell, Mary Pape, Dawn Lee Tu

Tuesday, January 8, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
December Minutes	I/D/A	All	SLO Core Team Minutes for December 2018 were approved. Mary will post them.
SLO Core Team	I/D/A	Mary	<p>Mae Lee is the new Vice Co-Chair of the Curriculum Committee. She will join us on the SLO Core Team as liaison between Curriculum Committee and SLO Core Team. She will act as another signature person for the Curriculum SLO Assessment Form. Mae will also be a member of the College Planning Committee which meets one Thursday per month from 1:30 – 3:30 pm.</p> <p>Mary will invite Hyon Chu Yi-Baker, Russell Hong, Shagun Kaur, and Brandon Gainer to attend our Core Team meetings. Their input will be sought to inform us of what is and is not working concerning the SLO process. We will appreciate their different viewpoints.</p>
Curriculum Committee	I	Mary	<p>Mae will affirm that the members of the Curriculum Committee are familiar with the Curriculum SLO Assessment Form in order that each may guide faculty in their area. If requested, Mary will make a presentation on how to complete the form to Curriculum Committee members.</p> <p>The following email sent to all faculty through Division Assistants with Deans cc'd: All faculty -</p> <p>Now is the time to complete an assessment. To assist you I will be in Admin 117 (Academic Senate Office) this week at the following times. Bring your data and we can enter the assessment together.</p> <ul style="list-style-type: none"> • Wednesday, 12/12 from 4:00 - 5:00 pm

			<ul style="list-style-type: none"> • Thursday, 12/13 from 10:00 - 11:00 am • By appointment <p>New SLOAC Assessment form for Curriculum Revisions First know that this means any course that is actively taught must have been assessed within the last five years as part of the revision process.</p> <p>Curriculum Form for SLO Assessment is here and is also attached to this email.</p> <p>The form speaks of attachment that can be generated from Nuventive (formerly TracDat). For assistance in generating this report, go to short presentation here or contact SLO Instructional Coordinators, Mary Pape (x8877) .</p> <p>Have a warm and peaceful holiday break, Mary</p>
Program Review	I/D	Mary	<p>IPBT approved dates:</p> <ul style="list-style-type: none"> • APRU due date for Department to the Dean: Friday, March 22, 2019 • APRU suggestions by Deans to Department Chairs: Tuesday, April 9, 2019 (First week of Spring Quarter) • APRU and Dean's Statement due to Office of Instruction: Friday, April 12, 2019 <p>APRU Document finalized. Workshops to be held in AT 204 are scheduled for:</p> <p>Wednesday Jan 16: 12:30 - 1:20 pm Thursday Jan 17: 2:30 - 3:20 pm Friday Jan 18: 12:30 - 1:20 pm</p> <p>SSPBT – Updates to SSLO Program Review involve formatting and Part 13 deleted. Mary is in the process of updating TracDat. Veronica</p>

			is presenting to SSPBT on January 17 th . Deadlines for SSPBT will be asked to coincide with those of IPBT.
2019 Convocation	I/D/A	All	<p>Date confirmed: Friday, February 22, 2019. Times have been slightly updated to provide the General Session and in particular Guided Pathways more time.</p> <p>Outcome: By Stepping into the shoes of students, participants will understand challenges students encounter when navigating course of study.</p> <p><i>Critical Thinking Guides all on the Pathway</i></p> <p>9:00 – 11:15 am (Kirsch Center – room 115) General Session</p> <ul style="list-style-type: none"> • LOAC recipients (Kristin Skager – English Department & Reading Department) with focus on AB 705 and collaboration of two departments • Guided Pathways – Veronica will introduce as an assessment of ILO Critical Thinking <p>11:30 – 12:30 noon (Kirsch Center) Breakout sessions</p> <ul style="list-style-type: none"> • Rich Booher – Critical Thinking Kirsch Building • Jerry Rosenberg & Thomas Ray – AB 705 Across Campus Kirsch Building • Mallory Newell – Equity Work in Action How doing this work benefits all – students, faculty, and staff • Veronica Avila – SSLO and AUO Workshop AT 204 • Mary Pape – Workshop on SLO process aimed at part-time instructors, but review of process and TracDat for all. AT 311 <p>12:30 – 1:00 pm (Fireside) Lunch</p> <p>1:00 – 3:00 Classified and faculty working on Student Services and Instructional Program Review</p>

			<p>Tasks: Food checks (Nila Nine) – Veronica (Sunrise Breakfast – use 100 as tentative count) Flyers and Program – Mary Photographer and AV – Mallory</p> <p>Incentives approved by Lorrie: PGA credit of 6 hours (double for presenters) LOAC Award for 2019-20</p>
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D/A	Amy, Toño, Veronica	<p>Equity – Mae AS – Mary <i>Mary will make presentation to Academic Senate on January 14 with the following goals:</i></p> <ul style="list-style-type: none"> • <i>Change in Instructional Coordinator from two to one</i> • <i>Ask for \$600 to support food costs for Convocation</i> • <i>Explanation of new Curriculum SLO Assessment form</i> <p>IPBT – Mary SSPBT – Veronica Curriculum Committee - Mae</p>
Workshops/Office Hours and other one-on-one work	I/D/A	All	<p>During Fall quarter finals week Mary met with: Warren Lucas (DANC); Clare Nguyen (CIS); Husne Jahan (LA)</p>



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Tuesday, January 15, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Curriculum Committee	I	Mae	<p>Mary made SLO presentation to faculty outlining:</p> <ol style="list-style-type: none"> 1) Convocation 2) Reminder concerning the SLO Assessment form that is now part of the Curriculum process for both new courses and five-year revisions. This form was first introduced to the Executive Committee of the Academic Senate by the SLO coordinators as an answer to recommendation from ACCJC. The recommendation was one of three stopping the ratification of accreditation for seven years. The governance of the Academic Senate of 2017-18 supported the process. Curriculum Action Team voted to adopt the form. The Curriculum Committee consented. Bob Stockwell, at Academic Senate meeting of January 14th was concerned that it was never voted upon by the Executive Committee of the Academic Senate. 3) Support for refreshment for the Convocation were requested in the amount of \$600. The amount was approved. <p>Logistics of faculty completing and submitting the new SLO Assessment form for Curriculum approval were discussed. SLO Coordinators will:</p> <ul style="list-style-type: none"> • Assist with the entry of SLO assessments including entry into TracDat • Run the report for a course showing SLO statements, methods of assessments, data summary of assessment, reflection and enhancements. This report will be emailed to person requesting it.

			<ul style="list-style-type: none"> • Print out, sign, and return to mailroom mailbox the signed SLO Assessment form. This excludes electronic emailing of signed form until software to accomplish this with electronic signature for all curriculum work is in place.
Program Review	I/D	Mary	<p>IPBT Program Review is due to the Deans from the Chairs on March 22, 2019 and final copy due to Office of Instruction: Friday, April 12, 2019. To help with completing the Program Review workshops will be held for department chairs:</p> <ul style="list-style-type: none"> • Wednesday, January 16 from 12:30 – 1:30 pm in AT 203 • Thursday, January 17 from 2:30 – 3:30 pm • Friday, January 18 from 12:30 – 1:30 pm in AT 204 <p>SSPBT – Updates involving formatting and Part 13 deleted were finalized. The changes are being made to TracDat.</p>
2019 Convocation	I/D/A	All	<p>Date confirmed: Friday, February 22, 2019. Times have been slightly updated to provide the General Session and in particular Guided Pathways more time.</p> <p>Outcome: By Stepping into the shoes of students, participants will understand challenges students encounter when navigating course of study.</p> <p><i>Critical Thinking Guides all on the Pathway</i></p> <p>9:00 – 11:15 am (Kirsch Center – room 115) General Session</p> <ul style="list-style-type: none"> • LOAC recipients (Kristin Skager – English Department & Reading Department) with focus on AB 705 and collaboration of two departments • Guided Pathways <p>11:30 – 12:30 noon (Kirsch Center) Breakout sessions Rich Booher – Critical Thinking</p>

			<p>TBD – Math problem solving Jerry Rosenberg & Thomas Ray – AB 705 Mallory - guided pathways/data for equity workshop Veronica – SSLO and AUO Workshop</p> <p>Afternoon Workshops: Mary – Workshop on SLO process aimed at part-time instructors, but review of process and TracDat for all.</p> <p>12:30 – 1:00 pm (Fireside) Lunch</p> <p>1:00 – 3:00 Classified and faculty working on Student Services and Instructional Program Review</p> <p>Tasks: Food checks (Nila Nine) – Veronica (Sunrise Breakfast – use 100 as tentative count) Flyers and Program – Mary Photographer and AV – Mallory</p> <p>Incentives approved by Lorrie: PGA credit of 6 hours (double for presenters) LOAC Award for 2019-20</p>
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Tuesday, January 22, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Curriculum Committee	I/D	Mae Tim Shively	<p>Discussion of SLO Assessment Form for Curriculum process.</p> <p>History: The time table to assess each SLO in each course at least once every 5 years was rolled out for the 2014-15 Academic School year. To highlight the suggestion that 20% of a department's SLOs be assessed every year, an Honor Roll was created and shouted out at Convocations, presentations to the Senate, and in the SLO Newsletter. SLO coordinators reached out to individual departments that were not making the bench mark. Approximately half the departments were not making the benchmark.</p> <p>Mary presented ACCJC's Recommendations to the Academic Senate on February 5, 2018. In addition, the presentation presented possible solutions to the two recommendations concerning Student Learning Outcome process. It was an Information and Discussion item. A vote was not called.</p> <p>The matter of the form was introduced, discussed and approved by the Curriculum Advisory Team.</p> <p>Oct 9, 2018 Curriculum Committee Meeting: <i>SLO Assessment Form – Tono Ramirez presented the form. It was originally introduced and approved back in June of 2018. It came out of a need to address some questions from the last accreditation that De Anza was lacking a way of systematically assessing SLO's on a consistent basis. The</i></p>

		<p><i>form will be required on all fall 2020 submission requests. Information about the form will be sent out in the next academic senate newsletter. The SLO coordinators are also reaching out to the departments using the current list of courses due to offer assistance in completing the form.</i></p> <p>Tim Shively: regardless of how "explicit" the Accreditation Follow-up Report may be, the ACCJC's "mandates," do not trump the <i>Agreement</i>, which explicitly distinguishes between required "Primary Duties" and voluntary "Professional Contributions" (10.7), in neither of which are SLO's mentioned. FA <i>objects</i> to the attempt to force fulltime faculty to perform non-contractual interests (i.e. SLO work) by connecting them to contractually obligated duties (i.e. curriculum revision).</p> <p>Mae and Karen Chow: Concern that the form will cause a blockage in the Curriculum Committee process of course revisions.</p> <p>Mallory is concerned that this is the process that we promised AAJC we would do. We will need to report out on our progress in the Midterm Report. If the process is changed, we must document the new process that will achieve the same purpose. "For instructional areas, every course level outcome must be assessed once every five years. Significantly, course SLOs must now be assessed before a course revision can be approved by the Curriculum Committee. A related form has now been incorporated into the curriculum process (Curriculum Form: http://link.deanza.edu/recs21). This process will establish a means to ensure the quality of outcome statements, methods of assessment, and the assessment itself." (p. 20 https://www.deanza.edu/accreditation/documents/Accred2018_FollowUpReport20180306_final.pdf)</p> <p>Conclusion: Mary will report out to the Academic Senate on January</p>
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			28, 2019 the historical context that led the Curriculum Committee's adoption of the SLO Assessment form for Curriculum. The item will be information & discussion.
Program Review	I/D	Mary	<p>Program Review Workshops for Department Chairs:</p> <ul style="list-style-type: none"> • Wednesday, January 16 from 12:30 – 1:30 pm in AT 203: Marek Cizchanski (Astronomy & Geology), Marc Coronado WMST), Ilan Glasman (Music), Elizabeth Mjelde (Art), Roseanne Quinn (English), Kulwant Singh (PE/Athletics), Ameeta Tiwana (Anthropology) were attendees. • Thursday, January 17 from 2:30 – 3:30 pm: Diana Alves de Lima (SSC), Melissa Aguilar (SSC), Emily Garbe (BUS), Russell Hong (Comm Studies), Terrence Mullens (Meteorology) were attendees. • Friday, January 18 from 12:30 – 1:30 pm in AT 204 Marco Manques (ARTS) attended. <p>SSPBT – Veronica reported out from the SSPBT meeting. The work will happen on Program Review on February 22 but the Program Review will be due to whom they report to on March 8th which is earlier than instructional. Marilyn Booye Math DSP & S Supervisor will need a separate program on tracDat.</p>
2019 Convocation	I/D/A	All	<p>Date confirmed: Friday, February 22, 2019. Times have been slightly updated to provide the General Session and in particular Guided Pathways more time.</p> <p><i>Outcome: Attendees will use a guided pathways approach to critically and empathetically understand students' education path from entrance to completion.</i></p> <p><i>Critical Thinking Guides all on the Pathway</i></p> <p>9:00 – 11:15 am (Kirsch Center – room 115) General Session</p> <ul style="list-style-type: none"> • LOAC recipients (Kristin Skager – English Department &

			<p>Reading Department) with focus on AB 705 and collaboration of two departments</p> <ul style="list-style-type: none"> • Guided Pathways – Veronica will introduce as an assessment of ILO Critical Thinking <p>11:30 – 12:30 noon (Kirsch Center) Breakout sessions</p> <ul style="list-style-type: none"> • Rich Booher – On The Means and Ends of Teaching Critical Thinking (KC 112) • Jerry Rosenberg & unknown – AB 705 Across Campus Kirsch Building (KC 115) • Mallory Newell – Equity Work in Action: How doing this work benefits ALL – students, faculty, and staff (KC 112) • Veronica Avila – SSLO and AUO Workshop AT 204 • Mary Pape – Workshop on SLO process aimed at part-time instructors, but review of process and TracDat for all. AT 311 <p>12:30 – 1:00 pm (Fireside) Lunch</p> <p>1:00 – 3:00 Classified and faculty working on Student Services and Instructional Program Review</p> <p>Tasks: Food checks (Nila Nine) – Veronica (Sunrise Breakfast – use 100 as tentative count) Flyers and Program – Mary Photographer and AV – Mallory</p> <p>Incentives approved by Lorrie: PGA credit of 6 hours (double for presenters) LOAC Award for 2019-20</p>
Workshops/Office Hours and other one-on-one work	I/D/A	All	Ravjeet Singh (ECON) Program Review questions



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Tuesday, January 29, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
Curriculum Committee	I/D	All	<p>At the Academic Senate meeting of January 28, 2019 SLO Assessment Form imbedded in the Curriculum process was an information and discussion agenda item concerning. M. Pape informed all that this was an answer to Recommendation #1 from the ACCJC as stated in the letter dated January 26, 2018 from the Commission reaffirming for only 18 months De Anza College's accreditation. The signature form is the solution pledged to be implemented in response to Recommendation #1 in the Follow-Up Report to the Commission dated March 6, 2018. The ACCJC subsequently granted the College a full seven year accreditation based on this Follow-Up Report: https://www.deanza.edu/accreditation/documents/Accred2018_FollowUpReport20180306_final.pdf . Citing "Professional Contributions" (10.7) from the FA Agreement,</p> <p>T. Shively informed that SLO process was not a primary obligation of the faculty. Curriculum development is a primary obligation. Thus, the SLO Assessment form cannot be folded into Curriculum processes thereby making SLO process obligatory.</p> <p>Conclusion was to bring the item back to Academic Senate on February 4, 2019 as an Action item. There will be time for more discussion and motions can be heard.</p> <p>After next Monday's Academic Senate meeting the SLO process will be tweaked with the goal to achieve excellence. The general consensus</p>

			is that assessment to improve student learning outcomes is happening on campus. The issue is that it is not being documented.
Program Review	I/D	Mary	<p>Program Review Instructional</p> <p>By the number of questions it seems that department chairs have begun/finished the program reviews. Mary will seek further clarification for CTE responses.</p> <p>SSPBT</p> <p>Updates involving formatting and Part 13 deleted were finalized. The changes have been completed in Nuventive's TracDat.</p> <p>Veronica attended the SSPBT meeting on Thursday, January 24, 2019. She discussed the steps involved in completing program review.</p>
2019 Convocation	I/D/A	All	<p>Date confirmed: Friday, February 22, 2019. Times have been slightly updated to provide the General Session and in particular Guided Pathways more time.</p> <p>Outcome: <i>Attendees will use a guided pathways approach to critically and empathetically understand students' education path from entrance to completion.</i></p> <p>Alternative Outcome wording proposed by Guided Pathways: <i>Attendees will use a student-centered approach to critically and empathetically understand students' education path from entrance to completion.</i></p> <p><i>Critical Thinking Guides all on the Pathway</i></p> <p>9:00 – 11:15 am (Kirsch Center – room 115) General Session</p> <ul style="list-style-type: none"> • LOAC recipients (Kristin Skager – English Department & Reading Department) with focus on AB 705 and collaboration of two departments

			<ul style="list-style-type: none"> • Guided Pathways – Veronica will introduce as an assessment of ILO Critical Thinking <p>11:30 – 12:30 noon (Kirsch Center) Breakout sessions</p> <ul style="list-style-type: none"> • Rich Booher – On The Means and Ends of Teaching Critical Thinking (KC 112) • Jerry Rosenberg & Kritin Skager – AB 705 Across Campus Kirsch Building (KC 115) Suggestion is to invite faculty currently teaching MATH 114 to join presener • Alicia Cortez & Mallory Newell – Equity Work in Action: How doing this work benefits ALL – students, faculty, and staff (KC 112) • Veronica Avila – SSLO and AUO Workshop AT 204 • Mary Pape – Workshop on SLO process aimed at part-time instructors, but review of process and TracDat for all. AT 311 <p>12:30 – 1:00 pm (Fireside) Lunch</p> <p>1:00 – 3:00 Classified and faculty working on Student Services and Instructional Program Review</p> <p>Tasks: Food checks (Nila Nine) – Veronica (Sunrise Breakfast – use 100 as tentative count) Flyers and Program – Mary Photographer and AV – Mallory</p> <p>Incentives approved by Lorrie: PGA credit of 6 hours (double for presenters) LOAC Award for 2019-20</p>
Equity, IPBT, SSPBT, Curriculum, Academic Senate	I/D/A	Amy, Toño, Veronica	Equity – Dawn AS – Mary IPBT – Mary

			SSPBT – Veronica Curriculum Committee - Mae
Workshops/Office Hours and other one- on-one work	I/D/A	All	