



SLO Core Team Meeting Minutes

Veronica Avila, Anu Khanna, Coleen Lee-Wheat, Amy Leonard, Mallory Newell, ~~Jim Nguyen~~, Mary Pape, Toño Ramirez, Dawn Lee Tu

Tuesday, February 6, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose	LEADER	Notes
January 2018 Minutes	D/A	All	Minutes for the month of January 2018 were approved. Mary will post.
Accreditation – Recommendation 2	I/D/A	All	<ul style="list-style-type: none"> Deans have notified all faculty Mary gave Presentation to Academic Senate on Monday, February 5th to the Academic Senate. The urgency for De Anza College to be in “compliance” with the recommendations concerning Student Learning Outcome statements on syllabi was well received. ECMS SLOs are posted by Division at deanza.edu/slo. Both pdf and Excel versions have been made available. The SLO Core Team has been asked to conduct a random check to ensure that SLO statements are indeed on each and every syllabus and that the statements match verbatim with those on course outline of record. We have divided this task up among ourselves by Divisions. Mary: Bus/CS/AppTech, BHES, CA Anu: IIS, English Toño: SSH Amy: LA (other than English & Reading), PSME Veronica: Reading, DSS Mallory: PE, Library <p>Improve updates:</p> <ul style="list-style-type: none"> Improve (formerly TracDat) has been updated to have all Active outcomes changed to agree with course outline of

			<p>record. Statements were prematurely termed “Archived SLO Statement” when the course outline revision had yet to be approved by the Curriculum Committee. Similarly, statements were termed “Active” but were not yet on the course outline of record.</p> <ul style="list-style-type: none"> • If “Archived SLO Statement” but still on COR now have SLO status of “Active Pending Revision”. This means “Active” but does not trigger a red flag for needing assessment. • If SLO “Active” but not on COR now “COR Revision Necessary” which keeps “credit” for assessment. • Only SLO Coordinators can change, delete, add course level Student Learning Outcomes. • Intercultural/International Studies (IIS) has moved to its correct alphabetical position. • “Hidden” feature for units will not be used in Improve since the associated processes are not transparent. • Our instance of Improve is now 5.5. This new version was released on November 30, 2017. This version permits tagging of courses including Active/Inactive or other categories as we determine. <p>Issues Discovered:</p> <p>One report stated that we have 81 courses without SLO statements. Many of these appear to be Special Projects courses. One such example is BIOL 77, 77X, 77Y which is a special projects course. Toño will check with Curriculum Committee to suggest that a generic student learning outcome statement be added and then refined as the department wishes as the contract for a special project is agreed upon between instructor and student. One such statement might be: “Dependent on the nature of the project as determined Special Projects Contract.”</p>
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			<p>DANC 37C never had Student Learning Outcome statements. Vernon Gallegos approved the following outcome: “Perform the steps of intermediate jazz dance sequences with confidence, demonstrating correct rhythms, body placement and coordination.” Mary will develop a list of such inconsistencies/omissions and bring them to the attention of Mary Clark Tillman.</p> <p>We are now on Nuventive Improve 5.5 which was released on November 30, 2018. We can put tags on courses. That keeps the ones with 0 SLOs (Special Projects, Currently Not Taught, . . .) off of summary page. As long as SLO is there it will not come up in the summary as no SLOs on report even if not “Active”</p>
SSLO/AUO	I/D	Veronica	Suggest a report of all SSLO and AUO statements and/or assessments.
Workshops/Office Hours	I/D/A	All	<p>Program Review Workshops for Chairs scheduled Wednesday, January 31 from 1:30 – 2:20 in AT 205 had NO Attendees</p> <p>Office Hours in Academic Senate Office (Admin 117) Pippa Gibbons (AUO)</p>
Newsletter	D/A	All	<p>Next newsletter</p> <ul style="list-style-type: none"> • Ideas for assessing PLOs such as Exit Survey. Amy asked Russell (Chair of Speech Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in February SLO Newsletter. • Agenda item = SLOs; post minutes on Improve



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Tuesday, February 13, AT 203C, 1:00 – 2:00 pm

TOPIC	Purpose	LEADER	Notes
Accreditation – Recommendation 2	I/D/A	All	<ul style="list-style-type: none"> • Deans have notified all faculty • Presentation to Academic Senate • ECMS SLOs are posted by Division at deanza.edu/slo. Both pdf and Excel versions are there • Improve updates: <ul style="list-style-type: none"> ➤ Improve (formerly TracDat) has been updated to have all Active outcomes changed to agree with course outline of record. ➤ Only SLO Coordinators can change, delete, add course level Student Learning Outcomes. ➤ If “Archived SLO” but still on COR then now “Active Pending Revision”. So “Active” but does not trigger a flag. ➤ If SLO “Active” but not on COR now “COR Revision Needed” which keeps “credit” for assessment. ➤ Intercultural international Studies has been moved to its correct alphabetical position <p>Issues Discovered: One report stated that we have 81 courses without SLOs. Now there is one (ESL 280) I. Several special project courses had no SLO statements. An over-arching Student Learning Outcome was added to Improve. Intention is follow up email to each department. After approval then request Curriculum Committee to add these.</p>

			<p>Old generic that is found in CHEM, CIS , Physics: Dependent on the nature of the project as determined in sections 3 & 4 of the Special Projects Contract.</p> <p>A possible generic: Demonstrate, via a culmination of the aims and methods specified in sections 3, 4, and 5 of the Special Projects contract, a mastery of the relevant overarching concepts.</p> <p>PE 77, PE 77X, PE 77Y; Combined to PE 77(x-Y) and generic SLO will be added ELIT 78, ELIT 78X, ELIT 78Y, ELIT 78Z: Combined to ELIT 78(X-Z) and generic SLO will be added ESRT 65C, 65CX: Combined to ESRT 65C,CA EWRT 77, 77X, 77Z: combined to EWRT 77(X-Z) and generic SLO will be added LART 78, LART 78X: combined LART 78 (&X) and generic SLO will be added ICS 77, ICS 77X, ICS 77Y, ICS 77Z: combined to ICS 77 (X-Z) and generic SLO will be added ICS 78, ICS 78W, ICS 78X, ICS 78Y, ICS 78Z, combined to ICS 78 (W-Z) and generic SLO will be added PARA 65W, PARA 65X, PARA 65Y, PARA 65Z: combined to PARA 65 (W-Z) and generic SLO will be added ENGR 77 (X-Y) Combined and SLO from COR</p> <p>II. DANC 37C never had Student Learning Outcome statements. The following has been approved: “Perform the steps of intermediate jazz dance sequences with confidence, demonstrating correct rhythms, body placement and coordination.”</p> <p>We are now on Nuventive Improve 5.5 which was released on November 30, 2018. We can put tags on courses. That keeps the ones</p>
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			with 0 SLOs (Special Projects, Currently Not Taught, . . .) off of summary page. As long as SLO is there it will not come up in the summary as no SLOs on report even if not “Active”.
Recommendation 1	I/D/A	Toño	Curriculum Committee is ready to discuss and approve the form. Mary there could be courses up for five year review that will not have been assessed because they have no been taught in the last 5 years. A box will be added to the form for such extenuating circumstances.
Recommendation 3	I/D/A	Mary	Lorrie Ranck requested an announcement be created so that all faculty using Canvas will be aware that in addition to updating copy of syllabus that resides in their Division, they also need to update SLOs anywhere they might be on their Canvas site such as in the Syllabus feature, as a separate page, or in a file. It is expected that the second visit will include session with visiting ‘team’ to review several online courses in depth.
Program Level Outcomes	I/D/A	All	Any program level outcomes not yet assessed in areas that do not offer any certificate or degree will be ‘Archived’.
Convocation	D/A	All	Blurbs are needed for the breakout sessions.



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

TOPIC	Purpose	LEADER	Notes
Accreditation – Recommendation 1	I/D/A	All	<p>Curriculum Action Team will meet on Thursday, February 22 to adopting new SLO signature form as part of the curriculum approval process.</p> <p>Toño authored an article with references confirming that only those areas that offer certificate(s) and/or degree(s) must have program level outcomes.</p> <p>Using summary reports of SLO assessments, SSLO assessments, and AUO assessments, the SLO Core team will reach out to each area to fully document assessments in TracDat. Mallory will reach out to Intercultural International Studies Dean Norte; Amy will work with English, ESL, and tutoring center. IPBT is holding departments accountable to SLO assessments in resource request process.</p>
Accreditation – Recommendation 2	I/D/A	All	<p>Proofing syllabi for correct SLO statements:</p> <ul style="list-style-type: none"> • BCAT Division double checked • Mary will follow up on BHES and CA • Amy will work with LA arts making sure that there is a copy of all syllabi available 24/7 • Anu checking IIS on Friday 2/23 • Toño is completing the check for SSH and will return hardcopies to Division Office <p>Following requests sent for adding SLOs are complete and in ECMS:</p>

			<p>1) SLO for: ICS 77(X-Z) , ICS 78(X-Z): "Demonstrate, via a culmination of the aims and methods specified in sections 3, 4, and 5 of the Special Projects contract, a mastery of the relevant overarching concepts."</p> <p>2) DANC 37C had just recently went through a 5-year revision. The SLO's existed on the revised version and these were entered into ECMS.</p> <p>3) Following SLOs were entered for ESL 280: <ul style="list-style-type: none"> • Student Learning Outcome: Demonstrate increase in Child Development related vocabulary. • Student Learning Outcome: Engage in conversation in English at an intermediate level regarding Child Development issues. </p> <p>4) ELIT 78, X-Z and ELIT 78H, X-Z and LART 78, X are not special projects courses and have no special projects contract associated with them and therefore the requested SLO was not entered. Mary has reached out to the department chairs, Roseanne Quinn and Lydia Hearn, for the correct student learning outcome statements.</p>
Accreditation – Recommendation 3	I/D/A	All	Mary sent message to Lorrie Ranck to be posted as Canvas Announcement requesting faculty using Canvas to sync student learning outcome statements appearing anywhere in their course site with the official statements on COR. This announcement has not appeared in Announcements yet.
SSLO/AUO	I/D	Veronica	<p>Veronica will follow up with SSLO and AUO areas that are behind with assessments. She met with Stacey Shears on February 13th. She will meet with Tamara Ward and those from her A&R area on March 27th.</p> <p>Veronica presented to SSPBT on Thursday, February 15. Much of the</p>

			presentation focused on the program review including timeline.
Nuventive Improve	I/D	Mary	Version 5.5 version promised to be a great help to organizing faculty efforts due to the ability to classify courses and not just the student learning outcome statements. However, it had bugs. Now De Anza is on version 5.6 but not checked out.
Workshops/Office Hours	I/D/A	All	Office Hours attendees: Russell Hong, Donna Stasia Pippa Gibson, Laura Watson
Newsletter	D/A	All	Next newsletter Needs to be about 2018 Convocation Future Newsletter topic ideas <ul style="list-style-type: none"> • PLO policy article by Toño. Essentially this outlines that the SLO Coordinators were originally given the incorrect information on what areas must have program level outcomes but have come to confirm that only those areas offering certificates/degrees must have them. It will be pointed out that all certificates and degrees in De Anza College Catalog contain the program level outcomes. To complicate matter further, these are termed “SLOs”. They are student learning outcomes at the program level. • Ideas for assessing PLOs such as Exit Survey At Amy’s request, Russell (Chair of Communication Studies Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in March SLO Newsletter. • Mantra to shout out to all departments: each meeting should have SLOs as agenda item and Minutes of all meetings should be posted on TracDat.
2018 Convocation	D/A	All	Tasks: Food checks – Toño Flyers and Program – Mary

			<p>Photographer and AV – Mallory Name Badges – Mar 1 Mallory's TA</p> <p>No word back from Christina on PAA/PGA credit or on funding LOAC reward for 2018-19.</p>
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Tuesday, February 27, AT 203C, 12:30 – 1:20 pm

TOPIC	Purpose		LEADER	Notes
Accreditation – Recommendation 1	I/D/A		All	<p>Curriculum Action Team has approved the Student Learning Outcome Verification Form. It will be effective for courses submitted during 2018-19.</p> <p>There are certain courses (e.g. HTEC 76A & 76B) that have a need to for updated SLO statements. Toño will investigate with CAT if a process can be developed to allow for this. It could be a one-time batch type of process or an on-going technical; change process. Such as for HTEC 76A SLO whold be generic: “...using International Classification of Diseases, current edition.”</p> <p>IIS Division world languages now has a point person, Meg Kensler.</p>
Accreditation – Recommendation 2	I/D/A		All	<p>ICS has a point person now for SLO assessments: Meghan Kensler Proofing syllabi for correct SLO statements is complete for BCAT, BHES, SSH</p> <ul style="list-style-type: none"> • Mary will follow up on CA • Amy will work with LA arts making sure that there is a copy of all syllabi available 24/7 • Anu checking IIS <p>Request sent for adding SLOs to PARA 65W</p> <p>ELIT 78, X-Z and ELIT 78H, X-Z and LART 78, X are not special projects courses and have no special projects contract associated with them and therefore the requested SLO was not entered.</p>

Accreditation – Recommendation 3	I/D/A		All	Heidi will fold reminding about updating SLO statements on Syllabus area in course sites.
SSLO/AUO	I/D		Veronica	<p>Many of SSLOs were written several years ago, and since that time new people have been hired. These div/dept. have updated or changed their areas in significant ways, so Veronica suggested they make the SSLOs that are no longer relevant inactive.</p> <p>Veronica has reached out to Deans and area coordinators to assist in the last of the SSLOs needing assessment: Sheila White-Davis (Tutorial Center), Rob Mieso, Sabrina Stewart, and Erik Argon (OTI), Micelle Lebleu Burns (), Lisa Ward (Financial Aid), Tamica Ward (S & R), and Joseph Ng (International Student Program).</p> <p>With the exception of Puente and OTI, all other services have their information entered onto Nuventive. The only glitch I noticed was that some areas, such as Counseling, had entered their SSLO, assessments, methods, summary and enhancement but this work didn't show a completed cycle on the home page of the corresponding div/dept. So, it appeared as if these areas lacked either methods, assessment, and/or enhancements.</p>
Nuventive Improve	I/D		Mary	Version 5.6 report out
Workshops/Office Hours	I/D/A		All	Office Hours: Marc Coronado – SLOACs were complete; just needed a little guidance entering them
Newsletter	D/A		All	<p>Future Newsletter topic ideas</p> <ul style="list-style-type: none"> • PLO policy article by Toño. Essentially this outlines that the SLO Coordinators were originally given the incorrect information on what areas must have program level outcomes but have come to confirm that only those areas offering certificates/degrees must have them. It will be pointed out that all certificates and degrees in De Anza College Catalog contain the program level outcomes. To complicate matter further, these are termed “SLOs”. They are student learning outcomes at the program level. • Ideas for assessing PLOs such as Exit Survey At Amy’s

				<p>request, Russell (Chair of Communication Studies Department) to share how they assess their Program Level Outcomes. Their responses will appear (with other ideas) in March SLO Newsletter.</p> <ul style="list-style-type: none"> • Mantra to shout out to all departments: each meeting should have SLOs as agenda item and Minutes of all meetings should be posted on TracDat. • Changes to Nuventive Improve: report running and Home page
2018 Convocation	D/A		All	<p>In response to the New York Times article “No Way to Measure Students,” by Molly Worthen (Sunday Review, Feb. 23), Toño Ramirez will offer a workshop to discuss the meaning of SLO process in our lives.</p> <p>Tasks: Food checks – Toño 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 2018-19</p>