

De Anza College  
SLO Coordinator's Meetings

September 8, 10, 14, 16, 2009

Anu Khanna, Ann Argyriou, Jim Haynes and Coleen Lee-Wheat met an average of 4 hours per day to formulate and finalize the Opening Day Presentations for the De Anza faculty and staff, September 18, 2009.

Creating self-facilitating Tasks for faculty and staff, documentation of all activities that occurred and setting goals for the completion of writing outcomes statements were discussed. An overall plan for the college to complete one full assessment phase from SAO and a minimum of 3 courses per department was targeted for this Spring. A plan to complete assessment cycles for at least 33% of active courses was under debate.

September 10, 2009 Anu Khanna, Ann Argyriou and Coleen Lee-Wheat attended the Dean's Meeting to inform them of the plans for De Anza's Opening Day, September 18. We requested that they help us coordinate the faculty's "afternoon workday/flex day" which would center on the SLO project.

September 16, 2009 President Murphy and Marisa Spatafore attended our meeting at various times. They both emphasized the fact that during the Opening Day speeches the SLO Project was going to be strongly supported and advocated. President Murphy noted that he would support our efforts openly and encourage the faculty to complete writing outcomes for 100% of the curriculum.

September 21, 2009 All Dean's were requested to complete the following questionnaire.

Hi everyone: I hope Friday went well. Just a short note to let you know that I only need by Wednesday morning at the latest:

1) roll sheets/attendance sheets for Thursday --if your group discussed or worked on SLO's and for Friday

2) a tally of the courses that now have completed SLO statements (the actual electronic reporting form can come to me later via the outcomes email address)

3) a brief summary of what "Tasks" needed a more "educated" facilitator (were our worksheets clear?)

4) a brief summary of which departments completed each task i.e. (ball park figures)

Task 1 # of faculty finished \_\_\_\_\_  
# of faculty are in progress and set up planning calendars \_\_\_\_\_  
# of faculty are refusing to participate \_\_\_\_\_

Task 2 #of faculty participated in the exercise of creating

an assessment tool \_\_\_\_\_  
Was there a general response from faculty  
that they need more assistance in  
creating SLO assessments?      yes \_\_\_      some \_\_\_  
no\_\_\_

(note: they do not have to turn in their specific  
assessment tools to us)

Task 3 #of faculty/departments that created planning  
calendars \_\_\_\_\_  
did they get to this task?      yes \_\_\_      no \_\_\_

COMMENT FOR US:

It would be appreciated if you print this email and finish the  
survey, by this Wednesday at 8:00am submit it in my mailbox: Coleen  
Lee-Wheat, Physical Education

OR scan your roll sheets and reply to this email back with survey  
finished .

Thank you for your time. Best Regards,  
ps Caron Blinick this email does not apply to you.

--

Coleen Lee-Wheat  
Physical Education and Athletics  
SLO Coordinator  
De Anza College  
408 864-8744

The results were: 250 additional courses now have outcome statements.  
There are plans for the completion of this task by December 1. 2  
division and 3 departments worked on assessments and only one division  
has a created an assessment cycle plan. There was a mixed bag of responses.  
Some people did not start on the assessment Task, because they were not clear about the Task  
itself. Others thought that the Task was very clear. No one reported that any faculty refused to  
participate. The groups that had the most trouble were faculty whose Dean's handed out hard  
copies of the Tasks and did not go over the purpose of each task before the groups divided up to  
go to work.

September 28, 2009

Jim Haynes, Coleen Lee-Wheat and Andrew LaManque attended the Academic Senate Meeting.  
The Senators were asked to give feedback on the progress that their groups had made. The  
feedback matched that of the aforementioned survey.

Suggestions: Additional workshops to learn how to create  
assessments might not be an efficient way to teach assessment tools.  
Attending division or department meetings or having a "group flex day" was  
suggested. It was also noted by a senator that her group was not writing outcomes as a "group"  
project. This fact usually pertains to courses where only one instructor actually teaches the  
curriculum.

Andrew LaManque emphasized that although documentation of specific assessment results are not required per individual, all group interactions, planning etc must be documented. Jim Haynes emphasized that the program review (in whatever format we create this year) will be the ultimate documentation required by the ACCJC. And in order for instructors and staff to have materials to “reflect and enhance upon” all assessment results must be kept. Keep everything.

The ECMS system is going to be tested in the next few weeks. A formal recording system and access to all materials will be available in the near future.

Lastly, there was a debate about how many full assessment cycles the faculty should be expected to accomplish this academic year. There was strong support for setting a goal of 33% per the next three years. There was another suggestion for 25%, 35%, 45% taking into account the learning curve for the process.