



SLO Team Meeting:

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

Date: October 6, 2011

TOPIC	Purpose	LEADER	Outcome
Proposal for Office of Outcomes & Assessment	D/A	Toño	Office of Outcomes & Assessment will serve SLO, SSLO, and AUO. Based on current release time and summer work, 1 FTE of tenured faculty will be needed along with one full time staff person (42N). Toño will update request to include refined description for needs and budget. This proposal will be presented to the Senior Staff on Monday, October 10, 2011.
Liaison Team	I/D/A	Toño	Toño will send letter to inform liaisons of their tasks for 2011-12 and, thus, also reaffirm their commitment.
Newsletter & Data Collected from Opening Day	D/A	Mary	Mary will revise including accurate list of liaisons.
TracDat	D/A	Mary	First training dates for liaisons will be set for the week of November 14. To encourage early sign-ups we will let all know that space is limited.



SLO Team Meeting:

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Date: October 20, 2011

TOPIC	Purpose	LEADER	Outcome
Accreditation Site Visit	I/D	Toño & Mary	Schedule of meetings is not yet set.
Changing Roll of Staff Development with respect to Core Team, Steering Committee	I/D	Jackie	Jackie will remain on the SLO Steering Committee but will no longer be a member of the SLO Core Team due to changes in duties in Staff Development. She would still like to be listed to receive Core Team mailings.
WASC Accreditation Spot for 2012-2013	I/D	Jackie	Due to the necessity of Jackie resigning there remains a paid already opportunity for either Tono or Mary. They will weigh the benefits vs. the time commitment.
Proposal for Office of Outcomes & Assessment	I/D	Toño	The proposal was brought before the Senior Staff. We will await their questions/decisions.
Liaison Team	I/D/A	Toño	Changes were so noted. Some divisions do not have any liaison. Some Liaisons are adjunct faculty. Divisions should consider setting a stipend if no tenured faculty volunteers as SLO liaison. \$300 has been set as a precedent.
Newsletter & Data Collected from Opening Day	D/A	Mary	Changes were made to keep a positive tone. Changes will be implemented and it will be posted by Friday afternoon and sent through listServ as soon as feasible for Karen.
TracDat	D	Mary	This will be number one project after the Accreditation team visit.