San Mateo CCCD TracDAT Steering Committee
Webinar Meeting Minutes
Friday, February 26, 2010
12:30pm – 2:30pm

Present: *John, Sue, Sandra, Dave, Jing (chair), Connie, Frederick and Karen*

Review Training Details:
1. SLO data input
   Cañada: no representation
   CSM: Once faculty leads are identified, Susan Estes will identify someone to input the SLOs for them prior to training. Group agreed to continue relying on Jeremy to add users. Karen may help Frederick with assigning rights or add users when nearing training. CSM has not associated courses with departments yet for those departments at the training. TracDAT support line: either Dave or 877.427.4768
   Skyline: Courses have been associated with departments. Trainees have been added as users. SLOs input is currently at Biology.
2. **Session One, morning of Mar 10**: VPs, deans, researchers, (SLOAC coordinators will be present)
   Purpose: Primarily a demo. Dave will ask SLOAC coordinators to facilitate the discussion about: what are next steps, how will rollout occur, when will everyone be trained.
3. **Session Two**, **afternoon of Mar 10:** faculty leads 13 (Cañada), 11 (CSM), 9 (Skyline)
   Purpose: Discuss methods of assessment. Create folders for courses, etc. Email assignments. Hands-on exercises. Recording results, including using results to support program review.
   So far 30 faculty are identified from CSM. Frederick said some faculty would like to double up at the training. Dave asked who is a "faculty lead". Sandra said each department needs a faculty lead. Which departments need to be in Round 1 training? Karen said to go through the deans.
   Recommended all trainees bring their SLO work to the training.
   Dave recommended SLOAC coordinators review the setup of TracDAT prior to the training.
4. **Session Three, morning of Mar 11:** 3 slots (Cañada), 15 each for CSM and Skyline.
   A repeat of the afternoon training a day earlier.
5. **What happens before the training?**
   As training date approaches, Dave will continue to log in and check out the system as the date approaches. He will make sure everyone is still on track as far as the system being ready to go and notify SLOAC coordinators if there are issues.
6. **What happens after the training?**
   Rollout starts after the March training. SLOAC coordinators will follow up with departmental coordinators to create reports so the reports start trickling up to research office, etc and the colleges can stay on schedule. More training is needed. Addition training is needed, possibly one per term.

PERSONNEL	Cañada	CSM	Skyline	District
SLO	Carol Rhodes	Jeremy Ball/Frederick Gaines	Karen Wong	
INSTITUTIONAL EFFECTIVENESS	Greg Stoup	John Sewart	Rob Johnstone	
ADMIN		Sandra Comerford	Connie Beringer	Eric Raznick Jing Luan Sue Harrison