**From:** Colson, John
**Sent:** Friday, January 10, 2014 4:28 PM
**To:** DeVecchio, Richard; Jenkins, Nancy; Phan, Sheena; Tran, Kathie; McDonald, Jennifer; Le, Mai; Wood, Lori; Ward, Helen; Zuniga, Desiree; Moulton, Janette; Xa, Quan; Xa, Tina; Phan, Sheena; Arellano, Cristina; Blake, Suzanne; Bui, Kimberly; Phan, Thuy; Furlong, Kimberly; Garcia, Eric; Miscione, Velvet; Nguyen, Ailene; Nguyen, Christina; Winterbourne, Susan; Barry, Nancy; Borja, Sergio; Cervantes, Rachel; Fernandez, Karen; Lopez, Rachelle; Mai, Maria; Mangrum, Leslie; Nguyen, Van; O'Steen, Kelly; Romeo, Erika; Russell, Anita; Spoja, Carol; Tetnowski, Debe; Tran, Khoi A.; Tran-Nguyen, Martha; Wang, Michelle; Wilkerson, Lois
**Cc:** Spoja, Carol; Wilkerson, Lois; Vu, Thien; Berggren, Gayle; Sanchez, Jorge; Rodriguez, Vince; Colson, John; Nguyen, Christine; Adrian, Lori; Miles, Susi; Needham, Carol; Ramirez, Nancy; Collins, Shirley
**Subject:** RE: Student Services and College Wide SLO's Retreat--Wednesday, Jan. 15--1:00-5:00 4th Floor

Greetings,

I trust that your semester planning is going well in your respective departments. I have included a more comprehensive list within Student Services for this information. We are hosting a College-Wide retreat to discuss SLO’s throughout all departments and units within the College. This retreat will be on Wednesday, January 15th from 1:00—5:00 in the new 4th floor space identified for Financial Aid and EOPS. Please forgive all the attachments, but each one will be utilized during the retreat. The first two PDFs are the survey to students administered in October of 2013 and the results of same. The third attachment is a list of the SLOs for all non-instructional units, and DL, for Coastline. The final and forth attachment will be our work template used for the retreat. We will break into groups around tables and each unit will nominate a recorder who will work with a laptop and flash drive to record the answers to the questions following thorough discussion. This information will be captured and utilized for our respective wing plans and again as part of the All College meeting February 7th. The survey data will also inform any resource requests made from your departments going forward.

I would ask that each unit within Student Services be represented with as many staff/faculty that can attend as this should be a collaborative process in need of as much input as possible.

Thank you for your time and serious consideration to these documents and this important process. Please let me know if you have any questions.

John.

John J. Colson, Ed.D.

Interim Vice President of Student Services

Coastline Community College

714-241-6218

**From:** Colson, John
**Sent:** Tuesday, January 07, 2014 3:31 PM
**To:** DeVecchio, Richard; Jenkins, Nancy; Phan, Sheena; Tran, Kathie; McDonald, Jennifer; 'Le, Mai'; Wood, Lori; Ward, Helen; Zuniga, Desiree
**Cc:** Spoja, Carol; Wilkerson, Lois; Vu, Thien; Berggren, Gayle; Sanchez, Jorge; Rodriguez, Vince; Colson, John
**Subject:** Student Services SLO's Retreat

Greetings,

Each of you will be receiving an email shortly from Carol Spoja inviting you to a half day retreat to discuss and plan for the assessment of your respective unit’s SLO’s. This is an important retreat and we may not need the full four hours, but please slate that much time just in case. We will need a recorder for the retreat to ensure that we document, for evidence, our discussion and the revisions to our processes and our assessment results. I’ll also forward to you our survey and the results under separate email. As you know, our report to ACCJC is moving through the vetting process in preparation for our submission in March. Also, we need to get this work done for due diligence. I have highlighted the SS SLO’s and listed individuals to assist. I will ask that Nancy Jenkins and Desiree Zuniga participate from General Counseling and EOPS to provide a faculty perspective. Please let me know should you have any questions.

Thanks, John.

John J. Colson, Ed.D.

Interim Vice President of Student Services

Coastline Community College

714-241-6218