

**From:** Kim, Henry  
**Sent:** Thursday, October 31, 2013 8:44 AM  
**To:** Jaros, Bonita  
**Cc:** Nunez, Vincent  
**Subject:** RE: SharePoint/Program Review Training at CEC

Good morning Bonnie,

Lunch will be a pizza, salad lunch and Mariella Baldo (CTE Coordinator at SCE) has volunteered to provide the hands-on session. Thank you so much again and see you next week.

---

**From:** Jaros, Bonita  
**Sent:** Thu 10/31/2013 8:34 AM  
**To:** Kim, Henry  
**Cc:** Nunez, Vincent  
**Subject:** RE: SharePoint/Program Review Training at CEC

Henry,

We will do our best to accommodate all your questions!

B--

Bonita Nahoum Jaros, Ph.D.  
Santa Ana College  
Institutional Effectiveness and Assessment Coordinator  
Accreditation Liaison Officer



Please consider the environment before printing this e-mail.

**From:** Kim, Henry  
**Sent:** Wednesday, October 30, 2013 5:44 PM  
**To:** Jaros, Bonita; Nunez, Vincent  
**Cc:** Vercelli, Julia; Glomba, Irene; Stephens, Mary; Kosko, Christine; Lopez-Mercedes, Jose  
**Subject:** SharePoint/Program Review Training at CEC  
**Importance:** High

Dear Bonnie and Vincent,

We are set for your training on Nov. 5 (Tuesday) at CEC, room D-112 from 2 to 3:45 PM. We have the room until 5 if you need more time. Following your training, we will be providing a hands-on session.

*Here are some of our attendees' primary requests for help:*

- SharePoint Overview
- Program Review Overview
- Academic Program Review Planning Calendar Overview
- **Course SLOs:** (please provide some completed samples)
  - Types of data needed and ways to analyze data
  - Ways to complete new form
- **Program SLOs:** (please provide some completed samples)
  - How to identify them
  - Types of data needed and ways to analyze data
  - Ways to complete new form
- **Certificate SLOs:**(please provide some completed samples)
  - How to identify them
  - Types of data needed and ways to analyze data
  - Ways to complete new form
- **Institutional Outcomes Mapping Chart:** (please provide some completed samples)
  - Type of information needed
  - How to complete chart

**One of our programs has volunteered its documents for you to use to do a walk-thru.** We will be downloading TLC documents that you recommended and attendees will have most of them at the training. Attached is a flyer for FYI.

Please email any document you may need for us to have for your training and we can make the copies. We truly appreciate your time and commitment and look forward to a productive training session.

Respectfully,

SCE Curriculum Committee