



**ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING
October 12, 2009
3:00 p.m. – 4:30 p.m. Room A141**

To conform to the open meeting act, the public may attend open sessions

1. **CALL TO ORDER AND ROLL CALL**
2. **OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR**
3. **OPEN COMMENTS FROM THE PUBLIC**
4. **APPROVAL OF MINUTES**
 - a. September 28, 2009
5. **PRESENTATION - None**
6. **REPORTS**
 - a. Status of Division presentations(Melanie Parker)
7. **ACTION ITEMS –**
 - a. Approval of SLOs: ACCT 111, CT 115, CT 141, CT 243, DM 105, ELEC 130, FTV 261, OT 105, RE 101, RE 105, RE 111, RE 141, REC 101, REC 102
8. **DISCUSSION**
 - a. Strategies for Development of Program Learning Outcomes (Melanie Parker)
9. **ADMINISTRATIVE BUSINESS**
 - a. Status of SLO Website revisions
 - b. Fall 2009 SLO Reporting Guidelines
 - c. Remaining SLO Committee dates: October 26, November 9, November 23, December 7
10. **OTHER**
11. **ADJOURNMENT**

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOME COMMITTEE MEETING
October 12, 2009
Room A141, 3:00 – 4:30 PM

Members Present	Members Absent	Guests in Attendance
Melanie Parker	Dr. Rosa Hall	
Maggie Drake	Ted Younglove	
Dr. Irit Gat	Kim Covell	
Rick Motawakel	Yvette Cruzalegui	
Dr. Fredy Aviles		
Michelle Hernandez		
Dr. Bob Harris		
Dr. Bassam Salameh		

1. CALL TO ORDER AND ROLL CALL

Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:09 p.m.

2. OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR (MELANIE PARKER) – Ms. Parker informed committee members that a number of SLOs without signatures indicating committee approval were found by Academic Affairs; those SLOs will be brought forward today.

3. OPEN COMMENTS FROM THE PUBLIC – None

4. APPROVAL OF MINUTES – Because several committee members appeared to have different versions of the September 28, 2009 minutes, the motion to approve them will be postponed to the next meeting. Minutes from that meeting will be re-sent to committee members.

5. PRESENTATION - None

6. REPORTS

A. Status of Division Presentations (Melanie Parker) – Several faculty members have agreed to do academic division presentations. Melanie provided handouts that will be shared at the division meetings. Melanie covered Health Sciences last week, Tina McDermott will do Language Arts Tuesday October 13th, Fredy Aviles will cover Social and Behavioral Sciences on October 16th, Irit will be present to Business and Computer Studies on October 27th, and Dr. Hall agreed to cover VAPA on October 30th and we are

A presenter for PE/Athletics is needed October 30th. Maggie Drake and Rick Motawakel have agreed to cover Tech Ed and Dr. Salameh will cover this information with science faculty on Tuesday October 13th; we plan to cover math and engineering at an upcoming division meeting. A presentation to Instructional Resources is still to be arranged. Once we complete this process with academic areas we will work on presentations for student service areas. Ms. Parker stated that members of the committee working in student service areas can help us tailor presentations to their unique needs.

Melanie explained the handout, beginning with SLO Assessment goals. She recommended that as a minimum we assess at least one SLO per course during fall semester and a second SLO during spring semester. Some faculty may wish to assess every SLO at least once each semester or academic year. This is certainly encouraged but right now we will accept a minimum of one per semester. We need to make clear the difference between a course and a section; we are assessing aggregate data per course being taught rather than individually recording data section by section.

In regard to SLO data management, we are still requesting that results be emailed to Ted Younglove and Aaron Voelcker in Institutional Research and Planning. The WEAVE entry process is just beginning and we want to be certain all data is recorded. Since we have received SLO data for less than 25% of courses being taught, we need to be certain reporting rates improve significantly. The WEAVE workshop last Friday was full, with 25 attendees, so more people are getting trained. We hope to schedule two more WEAVE training workshops this semester. For those who take the training, they will receive hour per hour flex time in Standard I. For those who take on the responsibility for inputting data, Standard III credit will be issued according to the matrix approved by the Professional Development Committee. The matrix takes into consideration both the number of courses and number of course sections faculty take responsibility to manage. Up to 20 hours can be earned in Standard III. Courses and number of sections should be forwarded by faculty to Melanie who will track their flex credit. Ms. Parker asked that we remind everyone members of the SLO Committee are available to answer any questions and provide guidance as needed.

Faculty need to be reminded that any discussion on SLO assessment data should be documented for accreditation purposes. Minutes, in some form, as well as copies of email discussions are suggested documentation forms. Any SLO-related discussion within a division or subject area should be documented. We need to remind faculty that even though the SLOs have been written, the job is not done. We must continue the process of reviewing and analyzing data and making changes as needed, on a continuing basis.

There are still a few courses without approved SLOs. By the end of the fall semester, SLOs for these courses should be written. Deans will be notified of courses within each division that are delinquent.

Program learning outcomes (PLOs) for programs leading to a Chancellor's office approved certificate or degree should be drafted during the Fall 2009 semester. Finalized PLOs should be submitted to the committee during Spring 2010. PLOs must include curriculum maps and assessment methods unique to the program. Programs that do not

lead to an approved certificate or degree may wish to write PLOs but are not required to do so. Ms. Parker will contact Deans with reminders where PLOs are required.

7. **ACTION ITEMS** – a motion was made and seconded to add the COMM 217 revision to the agenda. With no further discussion, the motion passed. A motion was made and seconded to approve the following SLOs and SLO revisions: ACCT 111, CT 115, CT 141, CT 243, DM 105, ELEC 130, FTV 261, OT 105, RE 101, RE 105, RE 111, RE 141, REC 101, REC 102, and COMM 217.

8. **DISCUSSION**

- a. **Strategies for Development of Program Learning Outcomes (Melanie Parker)** – Ms Parker posed the following questions: “What do people need to know about PLOs?” “What would be helpful to know in order to write PLOs for your program?” Ms. Parker proposed providing sample curriculum maps and PLOs, and possibly related samples from other colleges. We will put together this information individualized according to subject area and also post samples and other PLO information on the SLO website. Committee members suggested that we also include information regarding how SLOs and PLOs are different and how they are related. The PLO matrix that is being used by Tech Ed is the one approved for use by AVC, according to Maggie Drake, though other versions are currently being used on campus.

9. **SLO Committee Administrative Business**

- Status of SLO website revisions: Melanie met with Stephen Burns last week. One of the issues discussed was whether WEAVE was ADA compliant. Melanie will ask Ken Sawicki to check on this. Stephen recommended two goals for the committee. The first recommendation was to rewrite the committee statement found on the SLO website. Melanie asked committee members to review it and offer suggestions on rewriting this in “friendlier” language. Suggestions can be emailed to Melanie and/or brought to the next meeting. The second recommendation is to incorporate a click-through orientation of the SLO process. Stephen suggested Kim Covell could help create this. Committee members also agreed there should be a link to WEAVE on the SLO website as well as the link from the Office of Institutional Research and Planning site. If we do produce videos, as had been previously suggested, we can post them on YouTube and also podcast them.

Ms. Parker also requested that committee members review SLO websites from other colleges. She asked that members specifically look at formats and user friendliness of the sites, and the types of documents they have included which would be of benefit on our campus. Melanie suggested all members view the website for L.A. Mission College, which she believes is well-organized and easy to use. Other college websites to consider are: Bakersfield CC, Modesto, Contra Costa, El Camino, Sacramento, Rio Hondo, Grossmont, East L.A., Foothill, Cabrillo, College of Alameda, Cal Poly San Luis Obispo, Columbia College, Diablo Valley and Palomar. If members know of other helpful websites, they are encouraged to share that information. She asked that members keep in mind in what

they believe AVC most needs; we want the information to be appropriate and the site easy to navigate.

- Fall 2009 SLO Reporting Guidelines: Melanie distributed a draft of Fall 2009 reporting guidelines she has forwarded to Ted and Aaron. Once they give approval, the guidelines will be forwarded to all faculty and posted on the website. The first bullet asks faculty to establish a cycle of assessment for each course, the second reminds faculty to designate a representative to manage data, the third reminds faculty to submit SLO data to their designee who will report the data to Ted or Aaron and also enter it into WEAVE. The preferred format for submission is also included. Ms. Parker stressed that this is a draft; please do not distribute. A final copy should be ready by next meeting.

Dr. Gat mentioned that adjuncts in particular feel they are being singled out and are hesitant to provide SLO results. Faculty needs to be reminded we are only looking at group results and not individual results. As we work with faculty, we need to encourage them that results will not be used to evaluate teaching; we are only looking at group results as a means to assess student and program success.

- Remaining SLO Committee dates: October 26, November 9, November 23, December 7

10. OTHER – Dr. Salameh attended the WEAVE professional development workshop on October 9th. Ms. Parker asked for any suggestions that could be used to improve the workshops. Basaam believes having a handout beforehand, that gave some explanation and possibly samples, would have been very beneficial. He suggested this handout be provided when faculty sign up for the event. Other committee members agreed that based upon their experience learning WEAVE, this would be quite beneficial. Ms. Parker will explore what should be included in this introductory handout. Dr. Gat mentioned that she had trained with Aaron Voelcker and with his assistance created a one page printed WEAVE tutorial. Irit will send this out to other committee members for comment.

11. ADJOURNMENT – the meeting was adjourned at 4:14 p.m.

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