



**ANTELOPE VALLEY COLLEGE**  
**STUDENT LEARNING OUTCOMES MEETING**  
**February 23, 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. November 24, 2008
- 5. REPORT**
  - a. Fall '08/Intersession '09 (T. Younglove)
- 6. ACTION ITEMS**
  - a. Acknowledgement of the following SLO: MKTG 112
- 7. DISCUSSION**
  - a. SLO Professional Development presentations for Spring Semester: February 20, February 27, March 6, April 17, April 24 and May 1 – participants needed (Melanie Parker/Ted Younglove)
  - b. Professional Development ideas and participants for 2009-2010 academic year (Melanie Parker, Fred Aviles, Irit Gat)
  - c. Mt. Sac SLO Meeting (Melanie Parker)
  - d. Article from December 2009 Senate Rostrum (Melanie Parker)
  - e. Brainstorm/Discuss – what are the priority issues this semester? 2009-2010 academic year? (Melanie Parker)
  - f. Call for liaison between AP&P Committee and SLO Committee (Melanie Parker)
- 8. SLO COMMITTEE ADMINISTRATIVE BUSINESS**
  - a. Remaining meeting dates: March 9, March 23, April 20, May 11; 3:00 – 4:30 p.m.
- 9. OTHER**
- 10. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE**  
**STUDENT LEARNING OUTCOME COMMITTEE MEETING**  
**February 23, 2009**

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests in Attendance</b>
Melanie Parker	Sharon Lowry	Curtis Smith
Dr. Rosa Hall	Michael Jacobs	Christos Valiotis
Dr. Irit Gat	Maria Clinton	
Mary Rose Toll		
Dr. Fredy Aviles		
Dr. Robert Harris		
Michelle Hernandez		
Ted Younglove		
Yvette Cruzalegui		
Kim Covell		
Michelle Hernandez		

**1. CALL TO ORDER AND ROLL CALL**

Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:08 p.m.

**2. OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR (MELANIE PARKER)**

Ms. Parker gave a warm welcome back to all members of the committee since this is the first meeting of the semester. Dr. Hall mentioned a new electronic matrix for minute taking that Dr. Fisher would like to incorporate and have each committee begin using for consistency; Ms. Gordon agreed to check on that format. Ms. Parker shared a portion of the President's update from the State Academic Senate. The report related the number of colleges that have been put on sanction required to show cause; 20% of all community colleges in the state currently have sanctions. A very big thank you goes to Christos Valiotis and the committee for all the work done getting AVC to where we are today. Several new SLOs have come into the committee in the past few days and will be disseminated to members if need be. Ms. Kastner will continue to post to the website as SLOs are approved. Our SLO completion rate stands at approximately 91%. Remaining SLOs must be completed for existing courses and SLOs submitted for proposed courses before courses are taken to AP&P.

**3. OPEN COMMENTS FROM THE PUBLIC**

Mr. Valiotis began with a question about WEAVE and how it will relate to the spring semester. He has been in contact with Mr. Younglove and would like to set up a trial run for the committee to let them see how WEAVE works. Also, even though we have received glowing remarks on the progress of the SLO process, we must keep in mind that we still need to go much further with the assessment of the SLOs and must now work on completion of PLOs. We need to set procedures for writing Program Learning Outcomes (PLOs) and provide flex training in

their development. Since PLOs have been utilized by many colleges, it would be advantageous for us to review a number of them in all subject areas. It would not be necessary for us to go out and invent the wheel again. If we find a system that works for us, it could give us insight as to what we should be doing. We have to keep in mind that 2010 is not that far away and that we must be measuring the PLOs, not just have them written, by that time. Dr. Hall explained that Student Services will be looking at their PLOs this spring, determining how to define them and to measure them. Possibly, some of their SLOs may in fact be PLOs so that needs to be determined. Some programs are ahead of others. Dr. Tan may be able to provide some examples from her experience that would benefit those needing to complete the process. Mr. Valiotis mentioned that we should encourage faculty to look at professional standards in their own discipline areas for direction in writing PLOs. We have been concentrating on SLOs but also must remember that all areas need to write their own Operational Learning Outcomes. Direction needs to come from the President's Office on down. We then need to tie outcomes into budget, the President's goals, etc. SPBC needs to be involved in the process. We need to keep moving forward and show progress and that is what the accreditation will be looking for. We cannot just talk about what we want to do; we need to put it in writing to move forward. Mr. Valiotis mentioned once SLOs are written and measured and everything seems to be status quo, you may actually be in trouble; the commission would expect that in order to meet your goals year in and year out, you need to change something. You cannot remain stationary as this is not realistic; there must be room for corrective actions. He commented on the need to tie into the SPBC process, tie into program review, and tie into the self study of the Accreditation Report. Before the end of this semester, it would be wise for us to invite several members of SPBC to come to our meetings or attend their meetings. Since our next Accreditation visit is in 2010, all of this needs to be accomplished quickly. Dr. Hall sits on SPBC and explained that the planning process for the campus is driven by the Educational Master Plan. The Educational Master Plan has some very serious and heavy goals and guiding principles. If the SLOs and PLOs are tied to the Educational Master Plan, which are based on the ILOs, we should have clear linkage. The President's goals are based on the ILOs, and the ILOs are all driven by the Educational Master Plan and that includes both campuses. The Educational Master Plan would be a good beginning place for the process. If you look at it as a whole picture, you will see how they are all tied together. Mr. Valiotis emphasized that he still wants to remind us the report needs to be written by 2010. He reiterates that our tie into program review, accreditation, self study and SPBC is critical. Mr. Younglove is the chairman of the Educational Master Plan for SPBC and it would be beneficial if he brought forth the guidelines at the next meeting. Mr. Valiotis also stated that we may have enough information at this point with SLOs and some program reviews that we could create one tree in WEAVE, as a starting point for training. We could then show the committee how we are going to design and use the program. All of the components (Educational Master Plan, the President's Goals, the ILOs, and Program Review) could be integrated into WEAVE but the computer program is not going to tie them all together for us; we must demonstrate the interaction. Dr. Hall mentioned that once Student Services has completed development of PLOs and SLOs, they will bring a sample to the committee for all to see. This would include mission statements and be recorded in a matrix.

4. **APPROVAL OF MINUTES** – Dr. Harris made a motion with a second by Michelle Hernandez to approve the minutes from the meeting of 11/24/08. Dr. Hall brought forth

a correction in 7F, last sentence. It should now read “Dr. Hall also said that many of the student services SLOs have been done but some areas have not started their SLOs.” With no further discussion, the minutes were approved as written.

**5. REPORT – Fall 08/Intersession '09 (Ted Younglove)** – Mr. Younglove reported on participation levels for SLO reporting. The process started in the summer of '08 with 19 courses representing 38 sections; in Fall '08 there 214 courses representing 300-350 sections; during Intersession '09 there were 13 courses representing 18-20 sections. The Research Office is still receiving SLO submittals but it appears that faculty are nervous about reporting results. Some results were individually reported and some were pooled. Some reports indicated which faculty reported and some did not. That does not matter as it is the total number of courses/students reported for each SLO. Mr. Younglove was happy with the number of courses that have reported. When using a subject and number designation, that gives us a total of 1,615 students assessed. That does not include issues such Math A,B,C,D where students may be enrolled in more than one segment. If you look at reporting simply from course/number combination, that indicates a reporting rate of 12.8%. If you delete the lettered Math sections and labs, the reporting rate is 20%. Also, right now we are simply concerned with getting the faculty to report. If we are only at 20% for assessment of SLOs and we need to have PLOs written and assessed by 2010, we need to get moving and get moving fast. We need to get both the Deans and faculty involved and let them know that even if you are unhappy with how the assessment comes out, it needs to be reported. We need faculty to report from each course we offer and should expect at least one SLO assessed for each class section offered. It seems there is still a lot of fear among faculty and that may be hard to overcome. It may be similar to what was encountered when online grade reporting was first required. Faculty eventually got the hang of it and now most are comfortable. The same thing needs to happen with SLO assessment reporting. It was strongly recommended that Senate give their support to the committee's recommendation that at least one SLO from each course be submitted this semester, campus-wide. Dr. Hall recommended that areas such as the President's Office, Human Resources, Business Services and ITS, etc. each write a PLO and measure it since they do not need to write an SLO. Question: How are we communicating the SLO process to our students? Some faculty have put SLOs onto their syllabus. Another question: How many OLOs have been completed? What has been communicated to those offices and who would be willing to let the co-chairman know what has been communicated to these offices in terms of expectations? Dr. Hall will take on this responsibility and bring back to the committee what has been communicated and what has been determined as deadlines. We also recognize the need for a central tracking system as to who has done what and where the information is located. Dr. Hall would like to invite people from these areas to our meeting so we could have a discussion and get on the same wavelength. Dr. Hall will get the names and Ms. Parker will do the invitation.

**6. ACTION ITEMS –**

- Acknowledge the following SLO: MRKT 112. With no further discussion, the motion passed.

**7. DISCUSSION**

- **SLO Professional Development presentations for spring (Melanie Parker/Ted Younglove)** – Ms. Parker stated that the presentations in February

and March will be repeated in April and May. She reiterated that we need participants from the committee to attend and participate. Presentations may also be made available at the Palmdale campus. Mr. Valiotis made presentations last semester to accommodate adjunct instructors. We may try to do more presentations focused toward adjunct faculty this semester. There were approximately 15 people at the training on February 20 and many faculty are still exhibiting frustration and questions with the process.

- **Professional Development ideas for 2009/2010 (Melanie Parker/Dr. Aviles)** – Ms. Parker is developing proposals for Professional Development Committee's 2009/2010 schedule. She asked that committee members contact her with ideas they would like to see incorporated. Dr. Aviles is working on a proposal for a hands-on assessment workshop. The workshop would give participants actual experience as they are guided through the process of assessment. First would be a discussion of SLOs, then examples of ways to assess them. This could be done a number of different ways including giving participants a humorous multiple choice quiz that would then be used to illustrate assessment practices. Dr. Aviles provided committee members with a sample quiz (attached). Quizzes would be graded and those numbers would be put into a matrix to see how many passed with 70% or higher. This might keep participants motivated in a carefree environment and reduce their stress in connection with this process. Dr. Aviles would also like to use sample papers that could be used for assessment and would like other people to help. Dr. Gat has already volunteered to be part of the presentation. Dr. Aviles is hopeful the hands-on concept might represent a breakthrough for faculty and show them that assessment is not meant to put them under the microscope. One objective is to show faculty there are many assessment methods to choose from. It was mentioned that there have been a number of handouts used in the flex presentations and that it would be helpful to post these online and/or distribute in faculty mailboxes.
- **Mt. SAC SLO Meeting (Melanie Parker)** – An SLO meeting sponsored by the State Academic Senate will be conducted at Mt. SAC on March 13 from 9:30 a.m. to 2:30 p.m. There is no charge to attend, just transportation costs which Title V will cover. Interested committee members need to register online and since attendance is limited Ms. Parker needs to know who would like to attend by February 25. Ms. Gordon reminded the committee that each attendee needs to fill out their own Title V Staff development form. One trip request covering all attendees will suffice, if attendees are carpooling.
- **Article from December 2009 Senate Rostrum (see attachment)(Melanie Parker)** – Dr. Aviles brought up the issue discussed at the last Social/Behavioral Sciences division meeting that SLOs do not need to be listed on the syllabus. He felt that this was counterproductive to faculty. Ms. Parker stated that there may be contractual issues related to requiring this and that there is much disagreement on this subject. Ms. Parker handed out copies of a letter from the Senate Rostrum speaking to the fact that there is much disagreement about SLOs in general and speaking to the importance of keeping the Department of Education out of the process. There has been much discussion about the issue of requiring faculty to list SLOs on their respective syllabi because there is no firm requirement by Ed. Code, Title 5, or Accreditation to do so. Ms. Parker reported that after discussion with Mr. Valiotis and others during Intercession, it was suggested faculty create a separate handout to give to students as a means of communicating the SLO and

assessment process. This would help faculty communicate the SLOs for each particular course, what SLOs are, and how the process works. Ms. Parker wrote a sample for her students and will bring a copy in the future as an example. Ms. Parker is of the opinion that SLOs be communicated as part of each course's syllabus or in some other way at the beginning of each semester in order for students to understand the process of SLOs and how they are used for assessment. As of now there are no firm requirements that faculty do this. Since SLOs are becoming the language of our campus, the committee agrees whatever we can do to communicate the process to all students and faculty is highly important. Committee members express the sentiment that SLOs are not just for the sake of accreditation, but that the process shows the validity of what they do in each classroom. Dr. Hall referred to Patricia Cross, an expert in the field of community college assessment who stated we need to let the students know what we expect them to learn, communicate that they will be assessed along the way, then make sure that students are, indeed, learning. This meshes with the nationally recognized process of assessment. The Academic Senate's statement on creation of a Model Syllabus was a tremendous step in helping faculty write very positive and comprehensive syllabi. There was some discussion regarding the appropriateness of including a statement regarding SLOs in this document. While we may be able to require a statement on SLOs, we may be able to highly recommend one.

**Brainstorm/discuss – Priority issues for spring semester and the 2009-2010 academic year (Melanie Parker)** – It has already been discussed that the committee's priorities include a strong recommendation that faculty assess least one SLO per each course offered this semester.

Other priorities include:

- improving our communication to Deans and Directors
- putting more information regarding student learning and assessment onto the SLO website
- visiting division meetings to communicate priorities, processes, and procedures
- proceeding posthaste to complete PLOs
- working with other segments of the campus on OLOs

Dr. Hall mentioned that Student Services will have SLOs done and assessed by June 30. A question was brought up about surveying students and Dr. Hall reminded the committee that students receive many surveys. She suggested that when surveys are created, we need to keep them as purposeful as possible.

- **Liaison between AP&P Committee and SLO Committee (Melanie Parker)** – Ms. Parker requested someone step forward to take on the liaison position that was handled by Maria Clinton. As Ms. Clinton is now AP&P co-chair, we need to fill this position. If you are interested, please let Ms. Parker or Ms. Clinton know. The AP&P Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month starting at 3:00 p.m. in SSV151.

## **8. SLO Committee Administrative Business**

- Remaining meeting dates correction: In April, we will meet on the 13<sup>th</sup> and 27<sup>th</sup>, not on the 20<sup>th</sup> as stated on the agenda. Reminder: Meetings now begin at 3:00 p.m.

## **9. OTHER - NONE**

10. **ADJOURNMENT** – A motion was made and seconded to adjourn the SLO meeting at 4:25 p.m. Motion carried.

pag