



ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING
September 13, 2010
3:00 p.m. – 4:30 p.m. 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. May 24, 2010
5. **PRESENTATION - None**
6. **REPORTS**
 - a. WEAVE Updates (Aaron Voelcker) (ten minutes maximum)
7. **ACTION ITEMS - none**
8. **DISCUSSION –**
 - a. SLO revision process (10 minutes maximum)
 - b. Approving WEAVE entries (10 minutes maximum)
 - c. 2010 Accreditation Self-Study – Informing plans and processes for 2010-2011
9. **ADMINISTRATIVE BUSINESS - none**
10. **OTHER**
 - a. Dates of remaining SLO meetings:
 - September 27
 - October 11
 - October 25
 - November 8
 - November 22
 - b. Next WEAVE training:
 - Wednesday, September 15, 8 to 10 AM in BE 311
 - Thursday, September 23, 2:30 to 4:30 PM in BE 324
 - c. SLO Committee Faculty Professional Development Events for Fall 2010
 - Learning Outcomes Analysis and Evaluation - Friday, October 15, 1 to 4 PM, SSV151
 - Learning Outcomes Update – Friday, November 19, 4 to 6 PM, SSV151
 - Learning Outcomes Update – Thursday, December 2, 7 to 9PM, SSV151
11. **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
September 13, 2010
Room A141, 3:00 – 4:30 PM

Members Present	Members Absent	Guests in Attendance
Melanie Parker	Dr. Rosa Hall	
Dr. Irit Gat	Maggie Drake	
Bassam Salameh	Patricia Marquez	
Aaron Voelcker		
Ted Younglove		
Kim Covell		
Dr. Fredy Aviles		
Rick Motawakel		
Michelle Hernandez		
Stacey Adams		

1. CALL TO ORDER AND ROLL CALL

Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:02 p.m.

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

Ms. Parker wished to thank everyone for their commitment to the SLO Committee and welcomed Ms. Stacey Adams of Business and Computer Studies to the committee. Due to some administrative issues, Ms. Adams may not be able to remain on the committee but will attend meetings until a determination is made. Ms. Parker remarked that SLOs for Students Services are now posted on the SLO website. Mr. Voelcker is gathering updated electronic copies of OOs and still needs to hear from several areas. OO's will be posted once we have received them in entirety. Newly posted are examples of ways faculty communicate SLOs to students. Ms. Parker asked that every member complete sufficient WEAVE training in order to have a working knowledge of the program. All members present indicated they had received training. Finally, Ms. Parker noted that all approval signatures have now been removed from the SLO website, addressing the privacy concerns raised last semester.

3. OPEN COMMENTS FROM THE PUBLIC – No public comments.

4. APPROVAL OF MINUTES – Ms. Parker asked that each member review the minutes from the May 24, 2010 meeting. A motion was made and seconded to approve the minutes of the May 24, 2010 meeting of the SLO Committee without further discussion

5. PRESENTATION – No presentations.

6. REPORTS

a. Office of Institutional Research and Planning (Ted Younglove/Aaron Voelcker) – Mr. Voelcker supplied handouts indicating the percentage of courses with SLOs entered into WEAVE. The percentage of entires for the 2008-2009 period was 2.42% and the number for

the 2009-2010 period was 31.87%. He projects the number for 2010-2011 to be 61.13% and for the 2011-2012 cycle to be 90.75%. Mr. Younglove mentioned that this number actually needs to be 100% by the beginning of 2012. Mr. Voelcker also discussed the number of courses and percentage of courses each division has entered into WEAVE to date. The number of courses with assessment findings is likely somewhat higher than indicated in WEAVE; there are probably still a number of faculty who have not yet entered their data into WEAVE. Also, a number of courses have been found to be obsolete and they will be removed from the system.

Mr. Voelcker reported that soon the entire campus community will be given read-only access to WEAVE, allowing them to view current SLOs and assessment results. Dr. Irit Gat has agreed to develop a one page informational document for distribution to the campus community. The document would contain log-in information and brief instructions for accessing each area of information on WEAVE, facilitating “read” access. Mr. Voelcker also noted that we are working on connecting the CORS in CurricUNET with the corresponding SLOs in WEAVE. Since the CORs should change less frequently than SLOs, an issue to be resolved is how to update the files appropriately. Melissa Jauregui, Academic Affairs, is currently posting approved SLOs in the document repository section of WEAVE for each course listed. When this process is complete, linkage between SLOs and CORS will exist in four places; paper copies on file in Academic Affairs, CORs in the document repository of corresponding course SLOs in WEAVE, a link from the AP&P web page to the SLOs, and a link from the SLO web page to the CORs.

7. ACTION ITEMS - None

8. DISCUSSION

a. SLO Revision Process (Melanie Parker) – Ms. Parker sees the need to eliminate hard copy submittal of revised SLOs and to develop an appropriate process for electronic submittal and approval of revisions. The Committee needs to consider what they believe is appropriate and to submit a recommendation to the V.P. of Academic Affairs for her input. This issue is related to Discussion item b.

b. Approving WEAVE Entries (Melanie Parker) – There are a number of approval boxes that need to be checked for every WEAVE entry. The Committee needs to decide the best process for approving each entry and how that might affect reports that are run. Mr. Voelcker stated that whether or not each box is checked should not affect reports. Everyone with “write” access has been set up as an administrator which gives them the opportunity to check approval boxes, but the question comes up as to who should hold the right of final approval? Dr. Aviles feels that it should be the people who do the input, but Ms. Parker mentioned that perhaps there should be another set of eyes on the approval process. Since the Committee is tasked with supervising the process, are we comfortable giving up these approval rights? It has become evident that there is disagreement in some areas where more than one faculty member has “write” access to the same course. Another concern expressed by the members was that action plans need to be reviewed by the respective dean.

Another question raised is, how does the committee know when revisions are reflected in the latest cycle? Shouldn't faculty notify the committee if changes have been made? There was discussion as to how this would be done. A possible option was for faculty to record these changes at their division meetings, along with dean approval, and then send an email to the committee for notification. A question was raised about how this would work in areas like Student Services that may not hold specific division meetings? Ms. Parker will consult with Dr. Hall for input in this area. Since many faculty and staff are realizing the SLOs and assessment methods they initially wrote may not be working as they should, many revisions are

being made, and we want to be certain we track changes appropriately. This process should become more stationary as time commences. Ms. Parker asked that committee members forward suggestions and comments on Discussion items a and b via email after giving the issues more thought and consideration.

2010 Accreditation Self-Study – Informing plans and processes for 2010-2011 (Melanie Parker) – The Accreditation team visit is scheduled for October 18-21. Each committee member should be very familiar with our accreditation self-study and be prepared to answer any questions that may be asked of them. These could be questions on SLOs, PLOs, ILOs, and anything related to the process of learning outcomes assessment. We need to become familiar with the introduction to the self study, the history of SLOs at AVC, the Standard IIA content and planning agenda, and the Cycle of Evaluation and Blueprint for Planning diagrams that show how SLOs are integrated into campus planning processes. Faculty could be asked to explain the role of SLOs and how the information gained through this process is used on our campus.

Ms. Parker then focused on the SLO-related planning agenda under Standard IIA and stated that in large part, they should inform the work we must accomplish as a committee this year. Based upon the planning agenda, we need to increase SLO assessment and reporting to at least 50% of courses offered by the end of the 2010-2011 academic year. The goal is to reach 100% prior to the midterm accreditation report due in 2013. We also need to develop PLOs and assessment measures for all degree and certificate programs by spring 2011. We need to complete one cycle of assessment in Health Sciences and Tech Ed areas that already have established PLOs, by spring 2011. We need to achieve full implementation of the WEAVE mapping functions by the end of fall 2011. The planning agenda under Standard II.A.2.a. states that every two years we will assess how well courses and programs are documented and follow established procedures for their design, identification of learning outcomes, approval, administration, delivery, and evaluation.

Ms. Parker then asked Mr. Younglove, who has been on accreditation teams to other colleges, to share pointers based upon his experience. He suggested:

- Be honest; if you don't know an answer, state you will try to find out.
- Be consistent; we all need to be on the same page.
- Our Accreditation Steering Committee is carefully providing evidence for the self study.
- Be aware, there may be some individuals on campus who have “an axe to grind”, but if evidence does not back up their position, this should not sway the team's perspective of what we do.
- This is a business visit, not a social visit.
- Bring your concerns to Ms. Lowry if you encounter members of the Accreditation team you believe are unduly harsh.
- Remember that we will not be perfect; there will be things we need to work on.
- The accreditation team will also talk to students; do your students know about SLOs?
- Everyone on campus should be made aware of the team's visit and understand the importance of Accreditation.

9. ADMINISTRATIVE BUSINESS - None

10. OTHER –

- a. SLO Meeting Dates for Fall** – the remaining meeting dates for fall are September 27, October 11 and 25, and November 8 and 22. We will meet in Room A141 except for November 8th. All meetings start at 3:00 and will be over by 4:30 p.m.
- b.** Ms. Parker reminded the members about the upcoming WEAVE training opportunities. They will occur on September 15 and September 23.
- c.** Ms. Parker also reminded members of the upcoming SLO Committee Faculty Professional Development events for fall. The SLO Committee’s participation and attendance is encouraged.

11. ADJOURNMENT – the meeting was adjourned at 4:10 p.m.

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