ANTELOPE VALLEY COLLEGE
OUTCOMES COMMITTEE MEETING
April 27, 2015
3:00 p.m. – 4:30 p.m.
BE 323

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 CO-CHAIR

3.   OPEN COMMENTS FROM THE PUBLIC

4.   APPROVAL OF MINUTES
   a.   April 13, 2015

5.   CONSENT ITEM
   a.   Revised SLO: AJ 102, BIOL 202, DA 111, MATH 135, MUS 101
   b.   PLO:
      1)   Digital Photographic Imaging Certificate
      2)   Digital Photographic Imaging Degree
      3)   Digital Printing Certificate
      4)   Digital Printing Degree
      5)   Graphic Design Certificate
      6)   Graphic Design Degree
      7)   Interactive Media - Web design Certificate
      8)   Interactive Media - Web Design Degree
      9)   Computer Animation Certificate
      10) Computer Animation Degree
      11) Video Design and Production Certificate
      12) Video Design and Production Degree

6.   DISCUSSION ITEMS
   a.   Committee organization (Bonnie)
   b.   Weave training (handout)
   c.   Data days survey (Meeta)
   d.   PLOs in weave (Melissa)
   e.   MOU concerning adjuncts (Glenn)

7.   INFORMATIONAL
   a.   14-15 Academic Year Outcomes Representative Proxy
   b.   SLO Meeting dates remaining for Spring 2015: 5/11/15

8.   ADJOURNMENT

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MEMBERS PRESENT			
Dr. Fredy Aviles, Chair	Dr. Jessica Eaton	Melissa Jauregui	Melanie Parker
Stacey Adams	Dr. Irit Gat	Dr. Rachel Jenning	Wendy Stout
Kimberly Covell	Dr. Meeta Goel	Jamie Jones, proxy	LaDonna Trimble
Dr. Svetlana Deplazes	Dr. Glenn Haller	Dr. Tom O'Neil	

MEMBERS ABSENT		GUESTS PRESENT/EX-OFFICIO MEMBERS	
Luis Enriquez	Joe Owens	Dr. Edward Beyer	Dr. Bonnie Suderman
Dr. Scott Lee	Brenda Solis		

1. **CALL TO ORDER AND ROLL CALL**
   A motion was made and seconded to call the April 13, 2015 Outcomes Committee Meeting to order at 3:08 p.m. Dr. Fredy Aviles, SLO Faculty Co-Chair, called the meeting to order at 3:08p.m. Motion carried.

2. **OPENING COMMENTS FROM THE SLO COMMITTEE CO-CHAIR**
   Dr. Fredy Aviles announced that Dr. Glenn Haller has been elected as the new Outcomes Committee co-chair. He will run the remaining two committee meetings in preparation of taking over in the fall semester.

3. **OPEN COMMENTS FROM THE PUBLIC**
   Dr. Irit Gat reminded the committee of the upcoming faculty recognition day on Thursday April 30, 2015 at 5:00pm. She asked the committee members to mark their calendar and to share the information with their fellow division members.

4. **APPROVAL OF MINUTES**
   a. **March 23, 2015**
      A motion was made and seconded to approve the minutes from the March 23, 2015 Outcomes Committee meeting. After a brief moment a request was made to correct the member's present section to include Dr. Rachel Jennings and Dr. Anne Hemsley. A change was also needed to exclude Angela Davis and Jamie Jones as neither were present. A change was also needed to note Dr. Glenn Haller as a doctor. Motion carried with revisions.

5. **DISCUSSION ITEMS**
   a. **Data Days (Ed, Bonnie)**
      Dr. Edward Beyer, Academic Senate President, was present to discuss this item which should be noted as Data Day for the Committee as the intention of this discussion item is to create a uniformed message that all committee members will share with their divisions when discussing/presenting "Data Days." Once all the key elements for a successful data day meeting are identified, the committee would be trained on those items so to be prepared for their division presentations. Wendy Stout explained the purpose of data days is for committee members to make themselves available to answer any questions regarding the data input process within Weave. Stacey Adams further explained that the training is not intended for all faculty but rather those who are identified as the Weave facilitator for their area. Dr. Jessica Eaton, Dr. Anne Hemsley, and Dr. Rachel Jennings all expressed interest in being trained in using Weave so they may better assist their Weave facilitators. After a moment, it was noted that all divisional processes for collecting data and entering data are potentially different. Dr. Edward Beyer indicated that the process should be the same for all areas so the message from the Outcomes Committee as a whole is the same. By allowing too much flexibility then the data entered in Weave will not be the same for all courses. Dr. Irit Gat stated that Dr. Fredy Aviles has previous created a fillable sheet to report the student success for the specific CRN. The form requires the instructor to list their course the number of students who successfully completed the class and the total students who attempted the course. Dr. Aviles then takes that information and aggregates it with the other same

courses taught in that reporting period. Dr. Aviles stated that the Outcomes Committee changed the reporting requirements of both semesters to once per year without specifically stating all CRNs as it is sometime impossible to get faculty to submit the information needed to report the course in Weave. Dr. Suderman felt the specific situation noted was an issue for an evaluation as this is required as part of the faculty members contract. Dr. Beyer requested clarification that in fact Weave facilitators need the number of successful students and the number of students who attempted the course for all courses they are required to enter in Weave. The committee agreed that before a Weave facilitator can attend a Data Days event, they must have in hand this information for each course to be entered in Weave. Additional discussion occurred regarding the appropriateness of taking a sample of students for a particular course over the aggregated data for all course sections offered in a reporting cycle. Unfortunately, the committee could not reach an agreement on this matter as many member felt it was more appropriate to collect all data for all sections as each attempt should be recorded while other members felt data sampling was appropriate. Dr. Meeta Goel acknowledged that additional Weave user material was needed which is why Dr. Svetlana Deplazes and Ms. Jamie Jones created a user document which was presented. Many members felt this document could be expanded upon to include the data entry process for those users who would prefer to use this document over attending a data days event. Also reviewed were the previously approved SLO/PLO data and action plan reporting language.

Outcomes Reporting Guidelines

Reporting Cycle: October 1 – September 30

Data: All outcomes (SLO/PLO/OO) will be assessed and data entered into Weave each reporting cycle no later than two weeks after the end of the spring term. All intersession data will be entered in the current reporting cycle. All summer data will be entered into the following reporting cycle.

Action Plan: The minimum requirement is that each course, program, and operational area enters one action plan in Weave each reporting cycle no later than September 30th.

After much discussion of the appropriateness of this language and whether more information would need to be added, the committee could not make any formal decisions at this time. A recommendation was made by Dr. Anne Hemsely to require all faculty members to collect all data for all courses in one reporting cycle and enter the information within Weave. Then in the next reporting cycle all faculty would be required to collect only a sample and enter that data in Weave. Then an evaluation of the two terms would be conducted to prove whether sampling is valid when assessing courses. Unfortunately, an agreement to move forward with this method of validation could not be reached. Dr. Suderman did indicate that if the sampling could be validated, then sampling is ok at the Chancellor's Office level. This discussion ended as the meeting time ran out.

b. **Weave Training (handout)**
c. **Data Days Survey (Meeta)**
d. **PLOs in Weave (Melissa)**
A motion was made and seconded to table items 5b through 5c due to lack of time. Motion carried.

6. **INFORMATIONAL**
   a. 14-15 Academic Year Outcomes Representative Proxy
   b. SLO Meeting dates remaining for Spring 2015: 4/13/15, 4/27/15, 5/11/15

7. **ADJOURNMENT**
   A motion was made and seconded to adjourn the April 13, 2015 Outcomes Committee meeting at 4:32p.m. Motion carried.

Running Reports in WEAVE

Step 1: Log on to WEAVE

> **• *How do I log on to Weave?***
> Go to the avc.edu home page. Under Organizations – click on the Outcomes
> Committee, then click on the icon for WEAVE.
> Enter the following information to log on:
> **ID: AVCUser**
> **Password: marauder**

Step 2: Click on Reports (blue bar near top)

Step 3: Select the cycle

Select the assessment cycle you want to run. The default option is the
current assessment cycle that corresponds to the current academic year.

Step 4: Select a report

Select "DES details, color coded."

Step 5: Select report entities

Click "selected entities (see choices)". You will then see a list of all
divisions and courses for the college. You can select an entire division to run
your report. For example you can select "Business, Computer Studies and
economic development." This will check off all courses for that division.
You can also select an individual course by clicking the box next to it.

Note that programs can be found near the bottom of the list and are labeled
as **P:** followed by the program name.

Step 5: Click Next

This page gives you an option to open the report in a new window or the
same window. If you have a pop-up blocker, a new window may not open
(turn off the pop-up blocker).

Step 6: Click Run

It may take several seconds or minutes for the report to load. Once the report
loads you will be able to see the "Data Entry Status Details." For particular

courses, you will able to see if it has identified outcomes, measures, achievement targets, findings, and action plans (mission/purpose, goal, analysis questions, and program review/annual update is also available though these are often missing and will have entries listed in red that read "none"). Entries labeled in green as "Final" indicate that information was provided. Entries listed in red as "None" indicate no information was entered. Sometimes entries will be listed in orange as "In-progress" which indicated information was provided but was not made final (this can be easily corrected by going to the actual course where the info was entered and selecting "final" – see step four and five of "Easy 5-Step guide to WEAVE SLO Entry" in the outcomes committee webpage under "documents").