



**ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING**

May 24, 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 10, 2010
5. **PRESENTATION - None**
6. **REPORTS**
 - a. Office of Institutional Research and Planning (Ted Younglove/Aaron Voelcker)
7. **ACTION ITEMS - none**
8. **DISCUSSION –**
 - a. Communicating SLOs to Students: SLOs and the Syllabus (handout) – acknowledgement of document sent to all members by e-mail for approval
 - b. Rubric for Institutional Effectiveness Part III – Assessment of Our Needs and Next Steps
9. **ADMINISTRATIVE BUSINESS - none**
10. **OTHER**
11. **ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOME COMMITTEE MEETING
May 24, 2010
Room A141, 3:00 – 4:30 PM

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

1. CALL TO ORDER AND ROLL CALL

Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:15 p.m. No quorum at this time.

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

Ms. Parker reported that Melissa in the Academic Affairs Office is making good progress on the elimination of signatures on SLOs posted to the web page. She hopes to finish in about a week. Melissa is also posting a link from the SLO website to the COR website and a reverse link back to the SLO website. There are plans to post a statement on each site that gives definitions of SLOs and CORs. Also, Ms. Maria Clinton has indicated that CurricUNET will allow some type of connection of the SLOs to the CORs but we will have to wait for further clarification on how this could work.

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

4. APPROVAL OF MINUTES – Quorum was finally reached at 3:20 p.m. Ms. Parker asked the members for corrections to the minutes. Dr. Salameh will be listed in the absent column for the last meeting. Since there were no other corrections to be made, she asked for a motion to approve the corrected minutes. A motion was made and seconded to approve the corrected minutes as stated. With no further discussion, the motion passed.

5. PRESENTATION – No presentations.

6. REPORTS

a. Office of Institutional Research and Planning (Ted Younglove/Aaron Voelcker) – Aaron reported on WEAVE Week participation. Overall, progress was made. We had a low of one and high of nine attendees. Ms. Parker relayed that we have a number of facilitation “holes” that need to be addressed. Some people in attendance did not know they were

facilitators as the administrative assistant some divisions forwarded names. Ms. Parker again be contacting divisions to clarify needs. She stated that while we have a long way to go we are on the road. Dr. Salameh stated we need to show examples of how this information will be used. Ms. Parker stated that as we begin yearly reports for program review, we should begin to see how things fit together. Dr. Hall believes that faculty are now getting the links between the SLOs, PLOs, and ILOs and how they all relate.

Christos and Ted have developed proposed ILO revisions. They requested that members of the SLO Committee review the proposed changes. The chart provided shows the old ILOs on the left with proposed ILOs on the right. Dr. Hall noticed that the ILOs have been reduced from six to four with #1 now having two parts. The second table gave details for proposed ILOs and the third table is a form to be used for assessment, etc. Dr. Hall noticed that we are talking globally and felt that was good. Dr. Salameh also liked how diversity was addressed. Aaron Voelcker commented that he felt IT was going to have difficulty in relating their operational outcomes with some of the ILOs. Dr. Hall felt that leaving out the existing ILO #2 in regard to employment leaves out a huge number of areas around the campus so that should still be included.

7. ACTION ITEMS

a. Communicating SLOs to Students: SLOs and the Syllabus – Ms. Parker requested that this discussion item be moved to Action Items. A motion was made and seconded to move this discussion item. With no further discussion, the motion passed.

Ms. Parker stated that the e-mail vote was overwhelming for approval of this document. In that regard, she took it to the Academic Senate meeting as an information item. There were no questions from any members of the Academic Senate so it will be taken to the next AP&P meeting. She will be working with Maria Clinton on coordinating this document with their model syllabus.

Ms. Parker would like an official acknowledgement of this document. She received a motion and a second to do so. With no further discussion, the motion was passed.

8. DISCUSSION

a. Communicating SLOs to Students: SLOs and the Syllabus – moved to Action Items

b. Rubric for Institutional Effectiveness Part III – Assessment of Our Needs and Next Steps (Melanie Parker) – Ms. Parker requested that she receive back feedback on each area. She will go through each area, bullet by bullet.

AWARENESS – Ms. Parker indicated that we are well past this stage.

DEVELOPMENT – Ms. Parker stated that we are well into this stage. She wished to start with the third bullet.

- (3rd bullet) -It was agreed that we are there.
- (4th bullet) – Aaron felt that we need to hear more from college administration, especially Dr. Fisher.
- (5th bullet) – Dr. Hall stated that we have a Director of Institutional Research plus one researcher, plus a number of trained people across campus who are inputting information. Aaron feels that his office is not the appropriate place where the main thrust of the task should reside. Other colleges have fully staffed offices for accreditation, but since we do not have that, they took on the job. Dr. Hall stated that five years ago, we had nothing. Since then, we hired the director and a researcher.

Once we purchased WEAVE, they and a number of others were closely tied to the objective. Ms. Parker feels that we have made a lot of progress but there could be much more. We are, in essence, satisfying this bullet though perhaps not as specifically as we should .

- (6th bullet) – Ms. Parker feels that while there is not yet full engagement in the process, a lot has been done to incorporate the SLO process. We need to ensure that all faculty are aware of the official process and accepted practices and need to communicate the significance in what we are doing. Historically, we have made progress though we need to do far more. If we continue to record our struggles and successes, learn from them, and then pass on the things that work from one person to another, we will be able to learn and improve our practices. How can we more greatly engage the faculty? Could it be one person's success stories prompting another? This will only work if that next person has an open mind and is willing to learn. We need the help of administration, particularly Ms. Lowry, in communicating the importance of this process to deans. We need updated lists of WEAVE Facilitators from each division and to cultivate communication with those who have taken on this responsibility.

PROFICIENCY –

- (1st bullet) – SLOs are in place for courses and programs that we do have, but not for the degrees. Counseling is working on this issue. We are working toward the assessments but not there yet.
- (2nd bullet) – Progress in some areas.
- (3rd bullet) – Progress in some areas.
- (4th bullet) – Progress in some areas.
- (5th bullet) – Utilization and greater implementation of WEAVE continues and will help us recognize what resources we need in the future. Degree Works and CurricUNET have been purchased and are being put into place and utilized piece by piece. The Institutional Research and Planning Office continues to offer training and advice. The group feels that we have accomplished this bullet.
- (6th bullet) – Not yet
- (7th bullet) – Making progress but not there yet.
- (8th bullet) – More discussion is occurring and moving forward. Approving the SLO/Syllabus handout is a big step in that direction.

SUSTAINABLE CONTINUOUS QUALITY IMPROVEMENT –

- (1ST bullet) – Program review links this together and we are working at this.
- (2nd bullet) – Too early to tell but happening for some – just not enough. All need to remember to document. Dr. Hall suggested this committee meet with representatives from Basic Skills, Program Review, and Student Success and Equity to discuss about how each fits into the puzzle. AP&P representation should also be considered.
- (3rd bullet) – Moving in that direction but not there yet.
- (4th bullet) – Becoming more visible through the basic skills.
- (5th bullet) – Yes, this one is definitely happening.

Kim Covell suggests that we should write up something from each area to share with others. Dr. Hall feels that we have made progress but we certainly need to do more.

9. ADMINISTRATIVE BUSINESS - none

10. OTHER –

- a. SLO Meeting Dates for Fall** – Pat will forward via email. Meetings will continue on the second and fourth Monday of the month, 3 to 4:30 p.m. We plan to meet in Room A141.
- b.** Ms. Parker will be working this summer on additions/edits to the SLO website. She may be sending out e-mails for feedback. She hopes to begin compiling a simple SLO handbook.
- c.** Dr. Hall requested that Ms. Parker work with Maria Clinton on a link between CurricUNET and WEAVE.
- d.** Dr. Salameh received a survey from his university that could provide a model for partial degree assessment. He will forward copies to committee members.

11. ADJOURNMENT – the meeting was adjourned at 4:32p.m.

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