



ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING
November 25, 2013
3:00 p.m. – 4:30 p.m.
L 201

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. October 28, 2013
5. **REPORTS**
 - a. FDP: Why Grades Are Not Enough (11/18, 7-10 pm, SSV 151)
 - b. Updates from the Department of Institutional Effectiveness, Research, and Planning – Dr. Meeta Goel
6. **ACTION ITEMS**
 - a. Revised SLOs: **ART 230, ATH 100, ATH 102, ATH 102L, ATH 103, ATH 103L, CA 176, CA 221, CFE 107, CFE 111, CFE 116, CFE 122, CFE 211, CIS 113, CIS 121, CIS 123, CIS 141, CIS 145, COMM 109, COMM 217, DA 101, DA 106, DA 107A, DA 107B, DA 107C, DA 108, DA 111, DA 113, DA 115, DA 116, DA 204, ELTE 180, GEOG 101L, KIN 112A, KIN 112B, KIN 113, MATH 070A, MATH 070B, MATH 102A, NF 100, NF 150, NS 121/121 CL, PHIL 110, PHIL 201, PHYS 101, PHYS 102, PHYS 110, PHYS 120, PHYS 211, SPAN 101HL, THA 103, WDTO 101, WDTO 115, WDTO 120**
 - b. Revised PLOs: none
 - c. New course SLOs: **AJ 210, ART 136, ENGL 100A, ENGL 100C, ID 240, KIN 100, NS 101A, NS 102A, NS 103A, NS 201A, NS 202A, NS 203A, NS 204A, NS 205A, RADT 205 (Curricunet)**
7. **DISCUSSION ITEMS**
 - a. SLO Committee goals (Meeta, Carla)
 - b. Spring Welcome Back (PPT, SLO/PLO Revision Instructions)
 - c. OO/SLO/PLO assessment cycle
 - d. Fall 2014-Spring 2015 SLO committee FPD
 - e. Weave training
8. **ADMINISTRATIVE BUSINESS**
 - a. **SLO-Related Events** – Spring Welcome Back (1/31, See handout for breakout session locations) (attachment)
9. **OTHER**
 - a. SLO Meeting dates for Spring 2014: 2/10, 2/24, 3/10, 3/24, 4/14, 4/28, 5/12
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 OUTCOMES MEETING**

**October 28, 2013
3:00 p.m. – 4:30 p.m.
L 201**

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

MEMBERS PRESENT			
Dr. Fredy Aviles, Chair	David Durost	Dr. Meeta Goel	Wendy Stout
Stacey Adams	Jessica Eaton	Dr. Glenn Haller	LaDonna Trimble
Carla Corona	Luis Enriquez, proxy	Dr. Scott Lee	William Vaughn
Kimberly Covell	Dr. Irit Gat	Melanie Parker	
MEMBERS ABSENT		GUESTS PRESENT/EX-OFFICIO MEMBERS	
Leslie Baker	Dr. Tom O’Neil		
Diana Keelan	Dr. Bassam Salameh		

1. **CALL TO ORDER AND ROLL CALL**
A motion was made and seconded to call the October 28, 2013 SLO Committee Meeting to order at 3:05 p.m. Dr. Fredy Aviles, SLO Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

2. **OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR**
Dr. Fredy Aviles requested the committee’s consideration in revising the assessment cycle from semester to annually. He indicated that at a recent Academic Senate leadership meeting the amount of work expected of faculty has grown exponentially in the last several years, which has prevented them from spending their time to improve their courses and work with students. Committees of the Academic Senate were asked to review their processes and work expected of faculty to evaluate whether a change can be made to lighten the load of work expected each term. Dr. Aviles provided history on why the cycle was originally set to each semester, which was due in part to the lack of data collected when the assessment cycle were first implemented. He stated that we now have the majority of faculty entering the required data and feels the change to the assessment cycle will not adversely affect the college. Committee representatives requested clarity on how data would be entered for those courses that are offered once a year or those that are offered several times each term. Dr. Aviles indicated that data would be entered once, either fall or spring. Kim Covell stated that faculty should not be given the choice of entering either in fall or spring as this could potentially cause some inconsistencies in the data collected for those courses that are offered each term. Dr. Aviles indicated that the particulars can be further discussed if faculty do wish to changes the assessment cycle. He requested committee members to have a discussion with their divisions and report back to the SLO Committee on November 25, 2013.

3. **OPEN COMMENTS FROM THE PUBLIC**
No comments from the public were made.

4. **APPROVAL OF MINUTES**
 - a. **October 14, 2013**
A motion was made and seconded to approve the minutes of the October 14, 2013 Student Learning Outcomes Committee meeting. After a brief moment, it was determined that discussion was not needed. Motion carried with one abstention.

5. **REPORTS**
 - a. **Updates from the Department of Institutional Effectiveness, Research, and Planning – Dr. Meeta Goel**
Dr. Meeta Goel communicated that the accreditation team commended us on our progress even though we may have received a negative comment on two areas. We improved tremendously but now have to work on quality. The next visit will be in Fall 2016. Dr. Irit Gat suggested a topic on assessment quality to be presented at the Spring 2014 Welcome Back. Dr. Goel asked if there was documentation

on classroom assessment and techniques that would be used as training material. Dr. Aviles indicated that this is absolutely and area of growth that the committee expand upon in the future.

6. **ACTION ITEMS**

- a. **Revised SLOs: AJ 102, AJ 210, ART 135, ART 136, ART 137, BIOL 201/201L, CA 121, CA 141, CFE 110, CFE 213, CHEM 205, CHEM 210, CHEM 220, CIS 111, ELEC 110, ELEC 115, ELEC 120, ELEC 130, ELEC 140, ELEC 150, ELEC 160, ELEC 220, ELEC 250, FTEC 117, FTEC 125, FTEC 131, FTEC 132, FTEC 137, FTEC 142, FTEC 150, FTEC 295A, GEOG 101, GEOG 102, GEOG 299, GEOL 101, GER 101, GER 102, HD 105, ID 100, ID 110, ID 210, KIN 100, LAC 900, LIB 107, LIB 110, MATH 065, MATH 070, MATH 070C, MATH 070D, MATH 070E, MATH 070F, MATH 099, MATH 102C, MATH 102D, MATH 102E, MATH 102F, MATH 115, MATH 135, MUS 101, MUSC 143, PHIL 101, PHIL 105, PHIL 106, PHIL 108, PHIL 109, PHIL 110, PHIL 201, PHOT 107, RADT 205, RE 101, RE 105, RE 131, SPAN 201, THA 133**

A motion was made and seconded to approve action item 6a Revised SLOs. Dr. Aviles requested a motion to amend the agenda to include additional SLOs that were recently reviewed and meet all the requirements of a properly written SLO.

A motion was made and seconded to amend the agenda to add CA 121, MATH 099, PHIL 101, PHIL 105, PHIL 106, PHIL 108, PHIL 109, PHIL 110, and PHIL 201. Motion carried with one abstention.

Dr. Aviles also communicated to the committee that the paper SLO revision forms continue to be submitted to the committee, however, the courses noted in bold were submitted through the CurricUNET revision process. After a brief moment it was requested by Leslie Baker that ID 210 is not an actual course and should be ID 240. Dr. Aviles decided that additional discussion was not necessary. Motion carried to approve item 6a as amended.

A motion was made and seconded to amend the agenda to correct ID 210 as it should be ID 240. Motion carried with one abstention.

Additional discussion was not necessary. Motion carried to approve item 6a as amended with 3 abstentions.

b. **Revised PLOs: DFST-American Sign Language and DFST-Interpreter Training**

Dr. Aviles requested a motion to amend the agenda to include the PLOs which were in the agenda packet for review.

A motion was made and seconded to amend the agenda to add DFST-American Sign Language and DFST-Interpreter Training. Motion carried.

Dr. Aviles stated that the attached PLOs are revised as requested by the committee at the last SLO meeting. Motion carried without discussion.

c. **New course SLOs: MATH 065C, MATH 065D, MATH 065E, MATH 065F (CurricUNET)**

A motion was made and seconded to approve action item 6c New SLOs. After a brief moment, it was noted that all SLOs were lacking the assessment targets as well as the tools used to determine how students advance to the next component of that class. It was stated that the achievement target is not the same as success and terminology used to address each should be consistent. Luis Enriquez was present to answer questions regarding the SLOs. The committee requested the following language or similar be added to the assessment section of each course's SLOs, "70% of students will score 70% or higher..." Although it was noted that the SLOs listed on the parent course should be reiterated on the children courses as the material taught in these four courses should be the same as the parent but after more discussion it was decided that discipline faculty should be allowed to decide what is appropriate for their courses. Motion carried to approved the SLOs with the recommended language added.

7. **DISCUSSION ITEMS**

a. **Frequency of meetings for SLO committee (Meeta)**

Dr. Meeta Goel requested that the committee to consider evaluating whether it is necessary to meet twice a month. Dr. Aviles stated that he reviewed the Academic Senate guidelines on this committee

and while it does state that the committee will meet twice a month, there is the following language “or as needed.”

Stacey Adams stated that first the committee needs to spend time evaluating and fixing our current processes. She requested a future agenda item for this discussion because courses are making it onto the agenda for approval when they still require assessment targets or achievement targets. Wendy Stout indicated that she has added comments to courses in CurricUNET requesting corrections be made but the SLOs are still getting approved with revision. Dr. Aviles responded that he has faculty entering information last minute so he looks to the SLO representatives to be sure information is accurate and meet the requirements. Melanie Parker stated we need to know what is common among all areas so the SLOs reflect that commonality and can be written into the SLO Committee process. Stacey Adams said that the committee should not approve poorly written SLOs just because of time constraints. She feels quality is more important. Dr. Goel acknowledged that at the present time the committee cannot reduce the number of meetings however she suggested that perhaps time limits on each item be added to the agenda to keep the committee on task. Dr. Aviles agreed that such time limits would allow the committee time to be spent more appropriately.

b. SLO Committee goals (Meeta, Carla)

Carla Corona suggested that in order to address the issues presented in item 7a perhaps the committee could review the goals as revised by both herself and Dr. Goel. She stated that they used the information listed on the SLO Website and the AVC College Mission along with the draft goals produced by Dr. Aviles. Dr. Irit Gat suggested that they be revised once more to simplify. Due to lack of time, this item will return to a future agenda for further discussion.

c. Spring Welcome Back PPT

d. Fall 2014-Spring 2015 SLO committee FPD

e. Weave training

Discussion items 7c-e were tabled due to lack of time.

8. **ADMINISTRATIVE BUSINESS**

a. **SLO-Related Events** – FPD: Why grades are not enough (11/18, 7-10 pm, SSV 151)

9. **OTHER**

a. SLO Meeting dates for Fall 2013: 11/25

10. **ADJOURNMENT**

A motion was made and seconded to adjourn the October 28, 2013 Student Learning Outcomes Committee meeting at 4:32p.m. Motion carried.

NON-DISCRIMINATION POLICY

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DRAFT-STUDENT LEARNING OUTCOMES (SLO) COMMITTEE'S VISION, MISSION & GOALS

2013-14

Vision: AVC will be a model for exemplary outcomes assessment.

Mission: The SLO Committee Mission is to support the AVC Mission and ensure greater college wide communication, collaboration and consistency of processes related to SLO, Operational Outcomes (OO), Program Learning Outcomes (PLO) & Institutional Learning Outcomes (ILO) as well as program reviews. This is accomplished through embedding the development of quality outcomes, their implementation, analysis of resulting findings and action planning into the campus culture in order to demonstrate evidence of student learning.

Goals:

- 1) Successfully implement CurricUNET for quality SLO, OO, PLO & ILO.
- 2) Improve the integration of SLO, OO, PLO & ILO for more effective program reviews, strategic planning and outcomes assessment, in general.
- 3) Promote increased college wide communication regarding outcomes assessment amongst academic and nonacademic areas to create a more collaborative campus culture.

Sub Goals: a) Facilitate use of Weave Online.

- b) Assist with quality assurance in creating outcomes and action plans.
- c) Provide examples of effective pedagogical strategies & resources.
- d) Increase the availability of assessment related tools and documents on the AVC website.
- e) Provide quality data for program reviews.

SLO / PLO Discipline Division Workshop Locations

<u>Divisions/Disciplines</u>	<u>Room Locations</u>
Business, Computer Studies, and Economic Development: <i>Accounting, Business, Management, Computer Information Science, Computer Applications, Office Technology, Real Estate and Marketing</i>	BE 311
Health Sciences: <i>Child Development/Early Childhood Education, Nutritional Science/Dietetics, and Health Care Ancillaries: Medical Assisting</i>	APL 204A
Health Sciences: <i>Nursing, Radiological Technology, Respiratory Technician, Licensed Vocational Nursing, Nursing Science/Clinical Practice, and Emergency Medical Technologies (EMT)</i>	APL 204B
Instructional Resources and Extended Services & Counseling and Matriculation: <i>Counseling, Learning Assistance Instructors, Library Science</i>	SSV 151
Language Arts: <i>All programs</i>	Learning Center
Math, Science and Engineering: <i>All programs</i>	LH 100 (ME 100 for computer use only)
Kinesiology, Athletics and Dance: <i>Adaptive PE, Athletic Training, Dance, Health, and Recreational Leadership</i>	BE 321
Kinesiology, Athletics and Dance: <i>Physical Education, and Intercollegiate Athletics</i>	BE 323
Social and Behavioral Sciences: <i>Anthropology, History, and Political Science</i>	BE 324
Social and Behavioral Sciences: <i>Education, Economics, Philosophy, Psychology, Sociology, and Work Experience</i>	BE 314
Technical Education: <i>Administration of Justice, Aeronautical and Aviation Technology, Agriculture, Aircraft Fabrication and Assembly, Fashion and Related Technologies: Clothing and Textiles, Electricity, Electronic Technology, Interior Design, Air Conditioning and Refrigeration, Auto Body Technology, Automotive Technology, Fire Technology, Interior Design, and Welding</i>	TE7 101
Visual and Performing Arts: <i>Art, Photography, Photographic Technology/Commercial Photography, Drama/Theatre Arts, Digital Media, Film Studies, Music, and Commercial Music</i>	APL 206

Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs) are now revised the same way courses and programs are revised - in CurricUNET (a minimum of every 4 years).

Like CORs, the revision of SLOs/PLOs can be in two different manners – either of which must be done through CurricUNET.

1) Minor Revisions or No changes: SLOs/PLOs that have remained unchanged or those with changes considered minor will be voted on and approved on as a group during the SLO committee meeting. The SLO Committee Faculty Co-chair will indicate approval in CurricUNET after the meeting. Once SLOs/PLOs are approved, the relevant changes can be made in WEAVE so assessment can continue.

The SLO Committee defines a minor revision in the following way:

- A revision involving a change in the wording of the SLO/PLO but not its basic content.
- A change in the assessment method or achievement target of the SLO/PLO.
- A change in the number of SLOs/PLOs that still assesses the same basic content (e.g. 1 SLO is split into 2).
- Other changes in the SLOs/PLOs that does not necessitate a change in the course objectives.

2) Major Revision: Any changes to SLOs/PLOs considered a major revision or one requiring clarification will be brought to the committee for a full review. The SLO Committee Faculty Co-chair will indicate approval in CurricUNET after the SLOs/PLOs are approved during the SLO committee meeting. Note: the committee may grant approval, conditional approval pending certain changes, or require that changes be made to the SLOs/PLOs so they may be considered at a future meeting. Once SLOs/PLOs are approved, the relevant changes **MUST** be made in WEAVE so assessment can continue.

The SLO Committee defines a major revision in the following way:

- Any change required by a revision of course objectives or course content.
- Any change in basic content necessitated by review of poorly written SLOs/PLOs.

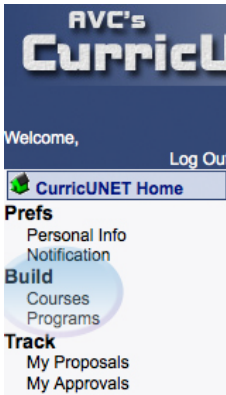
PLEASE REMEMBER – There has been no change in the requirement that SLOs and PLOs must be approved by the SLO Committee before the proposal can be sent to AP&P for their consideration. The move to CurricUNET simply removes a burdensome “paper-walking” method and replaces it with an electronic one.

Once the course/program is submitted, it will work its way through the approval process.

1. SLO Committee area representative shall review the proposal and either approve the revisions or request that changes be made on CurricUNET.
2. Once the SLOs/PLOs are approved by the SLO Committee area representative, they will go to the SLO Faculty Co-chair, who will review the SLO/PLO revisions and either request further changes be made, or put the SLOs/PLOs on the agenda of the next regularly meeting the SLO committee for their approval. Once the Committee approves the proposal, it will then move on to AP&P for their consideration.

REVISING SLOs and PLOs

Once you have logged on to CurricUNET, click on “course” or “program” under **Build** in the left hand panel. If you select “course,” you will be able to select “create new course” or “revise course” under **Courses**. If you select “program,” you will be able to select “create new program” or “revise program” under **Programs**.

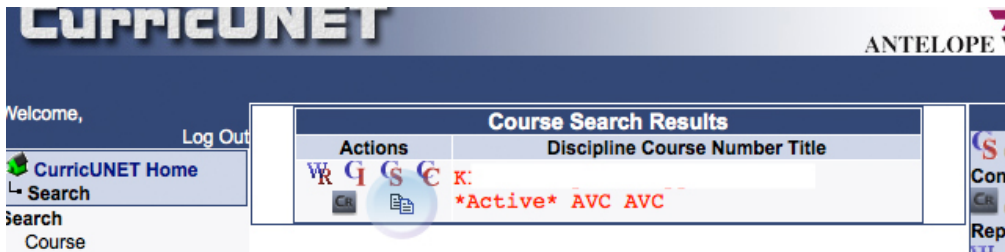


You must then search for the course/program by selecting the appropriate “Department/Discipline” and filling in the course/program information and clicking “ok.”

You will then see the course/program listed in the center panel.

REVISING COURSES

Click on the paper icon.



You will then see the course listed under “Course Proposal” in the center panel. Select the proposal type and click “next.”

Enter the rationale for the proposal and click “next.”

You will then see the “Course Construction Menu” in the center of the page and the “Course/Program Checklist” on the left hand panel.

“Student Learning Outcomes” are listed under “Additional Items” in the right hand panel.

Welcome, [Log Out](#)

- [CurricUNET Home](#)
- [Build](#)
- [Courses](#)
- [Edit Course](#)

Edit Course

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In order for the submit button to appear, all checkboxes must be checked.

- Track**
- [My Proposals](#)
 - [My Approvals](#)
 - [All Proposals](#)
- Help Links**
- [AP&P Rep List](#)
 - [AP&P Website](#)
 - [AP&P: Handbook](#)
 - [Approval Process](#)
 - [Course Revision Flow](#)
- Chart**
- [Edit Submitted Course](#)
 - [New Course New Guide](#)

Course Construction Main Menu	
Division	K
Department/Discipline	K
Course Number	1
Course Title	O
Catalog Course Description	T o p f m s h
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

- Course Checklist**
- Course Main Menu**
- Course Cover
 - Justification/Classification
 - Units/Hours
 - GE Transferability
 - Librarian Use Only
 - Expenditures
 - Discipline Qualifications
 - Proficiencies, Requisites, & Content Review
 - Material Fee
- Course Outline of Record**
- Objectives
 - Course Content
 - Homework
 - Methods of Instruction
 - Methods of Evaluation
 - Textbooks/Resources
- Distance Ed**
- Online Only
 - Hybrid
 - ITV
- Additional Items**
- Student Learning Outcomes
 - Attached Files
 - Weave

Click on the link to view your SLOs.

You will be able to make changes by clicking on the pencil icon Please make sure you click “save” after you make the changes and then click “finish.”



icon Please make sure you

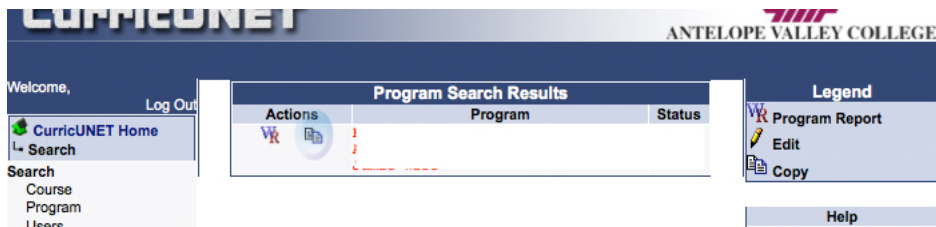
You are not making any changes, click “finish.”

Note: you must click through and “finish” all required items on the right hand panel to submit your course. When you have “finished” all the items on the right hand panel under “course checklist,” you will have the option to submit the course.

Click the “submit” button on the left hand panel to do so.

REVISING PROGRAMS

Click on the paper icon.

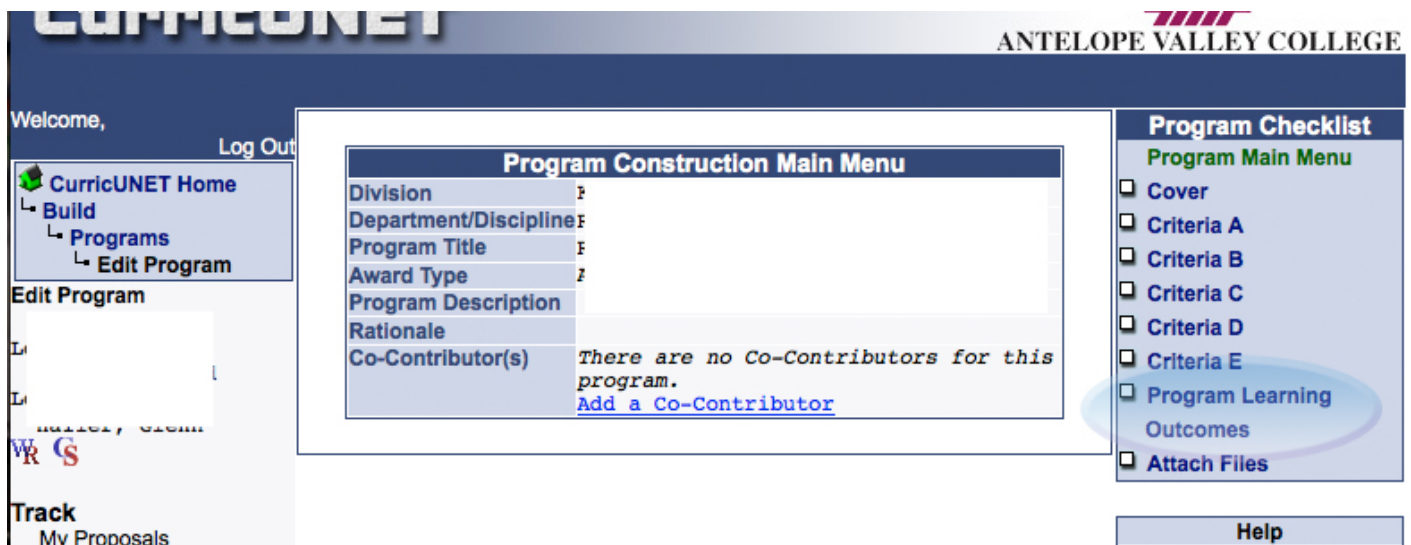


You will then see the program listed under “Program Review Proposal” in the center panel. Select the proposal type and click “next.”

Enter the rationale for the proposal and click “next.”

You will then see the “Program Construction Menu” in the center of the page and the “Program Checklist” on the left hand panel.

You will see “Program Learning Outcomes” in the right hand panel.



Click on the link to view your PLOs.

You will be able to make changes by clicking on the pencil icon . Please make sure you click “save” after you make the changes and then click “finish.”

You are not making any changes, click “finish.”

Note: you must click through and “finish” all required items on the right hand panel to submit your program. When you have “finished” all the items on the right hand panel under “program checklist,” you will have the option to submit the program.

Click the “submit” button on the left hand panel to do so.



The SLO/PLO Revision Process and Other Updates

**Student Learning Outcomes
Committee**





Overview

- SLO/PLO/OO Assessment Cycle
- SLO/PLO Revision Process
- Discipline/Area Discussions



New SLO/PLO/OO Assessment Cycle

The committee no longer requires that data and action plans be entered every semester in Weave.

- Data and action plans will only have to be entered once per academic year.
- Data will be due at the end of the Spring semester and action plans will be due at the beginning of the Fall semester.



New SLO/PLO/OO Assessment Cycle

All courses will be available for the yearly cycle in Weave.

- Data for courses that are only taught in one semester (Fall or Spring) should be entered when it becomes available.
- All courses must have data by the Spring deadline, even if they were only taught in the Fall.





SLO Reporting Guidelines: *Academic Courses 2013 – 2014*

- **Deadlines:**

- Spring 2014 SLO/PLO/OO Data:
 - June 13, 2014

- Spring 2014 Action Plans:
 - September 30, 2014





SLO/PLO Revision Process

Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs) are now revised the same way courses and programs are revised - in CurricUNET (a minimum of every 4 years).

- Note: you may revise your SLOs and PLOs more often than every four years.





SLO/PLO Revision Process

PLEASE REMEMBER – There has been no change in the requirement that SLOs and PLOs must be approved by the SLO Committee before the proposal can be sent to AP&P for their consideration. The move to CurricUNET simply removes a burdensome “paper-walking” method and replaces it with an electronic one.





SLO/PLO Revision Process

Once the course/program is submitted, it will work its way through the approval process.

- 1. SLO Committee area representative reviews SLOs/PLOs and either approves them or requests that changes be made on CurricUNET.





SLO/PLO Revision Process

- 2. The SLO Faculty Co-chair reviews the SLO/PLOs and either requests further changes, or puts the SLOs/PLOs on the agenda for the next SLO committee meeting.
- Once the Committee grants approval, the course/program will then move on to AP&P for their consideration.

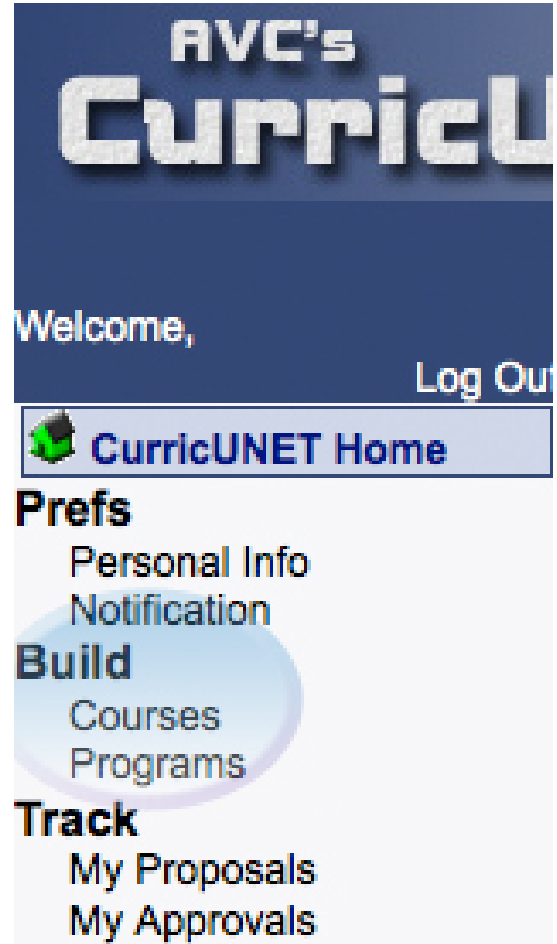


REVISING SLOs and PLOs

Once you have logged on to CurricUNET, click on “course” or “program” under Build in the left hand panel.


If you select “course,” you will be able to select “create new course” or “revise course”

If you select “program,” you will be able to select “create new program” or “revise program”



AVC's
CurricUNET

Welcome, [Log Out](#)

 [CurricUNET Home](#)

Prefs
Personal Info
Notification

Build
Courses
Programs



Track
My Proposals
My Approvals



SLO/PLO Revision Process

- Search for the course/program by selecting the appropriate “Department/Discipline” and filling in the course/program information and clicking “ok.”
- The course/program will be listed in the center panel.
- Click on the paper icon

The screenshot shows the CurricUNET interface. At the top left is the 'CURRICUNET' logo. On the right, it says 'ANTELOPE V'. Below the logo, there is a 'Welcome,' message and a 'Log Out' link. A navigation menu on the left includes 'CurricUNET Home', 'Search', and 'Course'. The main content area is titled 'Course Search Results' and contains a table with the following data:

Actions	Discipline	Course Number	Title
 	AVC	AVC	

Additional text in the interface includes 'K: *Active*' and 'Repe'.



SLO/PLO Revision Process

- The course will be listed under “Course Proposal” in the center panel. Select the proposal type and click “next.”
- Enter the rationale for the proposal and click “next.”
 - The “Course Construction Main Menu” will be in the center of the page and the “Course/Program Checklist” on the right hand panel.
 - “Student Learning Outcomes” are listed under “Additional Items” in the right hand panel.



Welcome, [Log Out](#)

- [CurricUNET Home](#)
- [Build](#)
 - [Courses](#)
 - [Edit Course](#)

Edit Course

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In order for the submit button to appear, all checkboxes must be checked.


- Track**
- [My Proposals](#)
 - [My Approvals](#)
 - [All Proposals](#)
- Help Links**
- [AP&P Rep List](#)
 - [AP&P Website](#)
 - [AP&P: Handbook](#)
 - [Approval Process](#)
 - [Course Revision Flow Chart](#)
 - [Edit Submitted Course](#)
 - [New Course Dev Guide](#)

Course Construction Main Menu	
Division	K
Department/Discipline	K
Course Number	1
Course Title	O
Catalog Course Description	T o p f m s h
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

- Course Checklist**
- Course Main Menu**
- [Course Cover](#)
 - [Justification/Classification](#)
 - [Units/Hours](#)
 - [GE Transferability](#)
 - [Librarian Use Only](#)
 - [Expenditures](#)
 - [Discipline Qualifications](#)
 - [Proficiencies, Requisites, & Content Review](#)
 - [Material Fee](#)
- Course Outline of Record**
- [Objectives](#)
 - [Course Content](#)
 - [Homework](#)
 - [Methods of Instruction](#)
 - [Methods of Evaluation](#)
 - [Textbooks/Resources](#)
- Distance Ed**
- [Online Only](#)
 - [Hybrid](#)
 - [ITV](#)
- Additional Items**
- [Student Learning Outcomes](#)
 - [Attached Files](#)
 - [Weave](#)



SLO/PLO Revision Process

- Click on the link to view your SLOs.
- Make changes by clicking on the pencil icon 
- Click “save” after you make any changes and then click “finish.”
- If you are not making any changes, just click “finish.”
- Note: click through and “finish” all required items on the right hand panel to submit your course. When you have “finished” all the items, you will have the option to submit the course.
- Click the “submit” button on the left hand panel.





SLO/PLO Revision Process

A very similar process is followed to:

Submit SLOs for new courses

Submit PLOs for new programs

Revise and submit PLOs



Making Changes in Weave

- Make changes in WEAWE (non-reader account)
 - Login, select course, select “assessment,” click “measures, targets...” scroll down to “Outcomes.”
 - ⇒ Click the “Add” button to add an SLO
 - ⇒ Click “Edit” to change an existing SLO
 - ⇒ Change “Active through cycle” from “Keep active” to current cycle to remove it next cycle.

- WEAWE reader account: find Assessment Facilitators
Login: AVCuser, password: marauder