



Outcomes Committee Agenda

Monday, March 21, 2016

BE 323

3:00 – 4:30pm

Type of Meeting: *Regular*

Note Taker: *Melissa Jauregui, Academic Affairs Specialist*

Please Review/Bring: Review the past minutes for accuracy.

Committee Members:

- Stacey Adams, Faculty Division Rep
- Kim Covell, Classified Union
- Svetlana Deplazes, Research Analyst
- Jessica Eaton, Faculty Division Rep
- Meeta Goel, Cochair
- Glenn Haller, Cochair
- Anne Hemsley, Faculty Division Rep
- Cindy Hendrix, Faculty Division Rep
- Melissa Jauregui, Confidential Management
- Rachel Jennings, Faculty Division Rep
- Scott Lee, Faculty Division Rep/Librarian
- Tim Lynskey, Faculty Division Rep
- Karen Lubick, Faculty Division Rep
- Candace Martin, Faculty Division Rep
- Tom O’Neil, Academic Dean
- Melanie Parker, Faculty Division Rep
- Brenda Solis, Student Rep
- Wendy Stout, Faculty Division Rep
- LaDonna Trimble , Student Services Dean

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Glenn / Meeta</i>	
II. Approval of Previous Minutes -2/22/2016	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Action Item – Revised PLOs -Business Computer Information Science, AS -Computer Software Developer, Cert -Computer Software Developer, AS -Electronics Technology, AS -Electronics Technology, Cert -Engineering, AS -Engineering Technology, AS -Engineering Technology, Cert	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p>



ANTELOPE VALLEY COLLEGE

<p>-Management, Cert -Management, AS</p> <p>New PLOs -High Intermediate ESL, Non-Credit Cert of Completion</p> <p>Revised SLOs -CFE 212</p> <p>New SLOs -DM 102</p>		<p><u>Follow Up Items:</u></p>
<p>IV. Action Item – -Restructuring of Outcomes Committee -CurricUNET Outcomes only Approval</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>V. Discussion Item – -WEAVE Possible Replacement Subcommittee Report -ACCJC Workshop: Taking Assessment to the Program Level -Quality Focus Essay -Handbook, Procedures, Assessment and Data Collection -Overall Assessment Subcommittee -Facilitator Division Cross-Over</p>	<p><i>Svetlana</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>NEXT MEETING DATE: 4/11/2016</p>		



ANTELOPE VALLEY COLLEGE

Outcomes Committee Minutes

Monday, February 22, 2016
 BE 323
 3:00 – 4:30pm

Type of Meeting: *Regular*

Note Taker: *Melissa Jauregui, Academic Affairs Specialist*

Please Review/Bring: Review the past minutes for accuracy.

Committee Members Present:

Stacey Adams, Faculty Division Rep
 Svetlana Deplazes, Research Analyst
 Jessica Eaton, Faculty Division Rep
 Meeta Goel, Cochair
 Glenn Haller, Cochair
 Anne Hemsley, Faculty Division Rep
 Cindy Hendrix, Faculty Division Rep
 Melissa Jauregui, Confidential Management
 Scott Lee, Faculty Division Rep/Librarian
 Karen Lubick, Faculty Division Rep
 Melanie Parker, Faculty Division Rep
 Wendy Stout, Faculty Division Rep
 LaDonna Trimble, Student Services Dean

Committee Members Absent:

Kim Covell, Classified Union
 Rachel Jennings, Faculty Division Rep
 Tim Lynskey, Faculty Division Rep
 Candace Martin, Faculty Division Rep
 Tom O’Neil, Academic Dean
 Brenda Solis, Student Rep

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Glenn / Meeta</i>	The Outcomes Committee meeting was called to order at 3:09pm. Dr. Glenn Haller welcomed the committee back as this is the first meeting of the spring semester.
II. Approval of Previous Minutes -11/23/2015	<i>All</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented. After a brief moment, it was noted that a correction was needed to item 5 to show implementation would be January 2017, not the 17 th . Members present approved the minutes for 11/23/2015 with corrections and 1 abstention. <u>Follow Up Items:</u> None.
III. Consent Item – Revised SLOs -GER 201, GER 202 -SPAN 101, SPAN 102	<i>All</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> A motion was made and seconded to approve the learning outcomes for the courses noted in item 3. Motion carried.



ANTELOPE VALLEY COLLEGE

		<u>Follow Up Items:</u> None.
IV. Action Item – Revised PLOs -Business Computer Info Sci, Certificate	<i>All</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> A motion was made and seconded to approve the learning outcomes for the Business Computer Info Sci, Certificate. Motion carried. <u>Follow Up Items:</u> None.
V. Action Item – Revised SLOs -CFE 122, CIS 175 -ENGR 220, ENGR 220PS -ENGR 230	<i>All</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> A motion was made and seconded to add ENGR 230 to item 5. Motion carried. A motion was made and seconded to approve the learning outcomes for those courses noted in item 5. Motion carried after a brief review of each outcome. <u>Follow Up Items:</u> None.
VI. Discussion Item – -Review of the Break	<i>All</i>	<u>Issues Discussed:</u> Dr. Glenn Haller indicated that he, Tina McDermott, Dr. Meeta Goel, Dr. Ed Beyer, and Dr. Bonnie Suderman meet over the break and discussed the following items: <ul style="list-style-type: none">- Restructuring of the Outcomes Committee. The idea is that the full committee would only meet two times a year and two subcommittees would be created that would report to the full committee;- Weave replacement will possibly be a home grown system instead of buying a new contract; and- Outcomes entry in Weave and action plans noted. Dr. Haller also noted that he attended a statewide symposium where he learned that we are actually doing ok in comparison to other institutions. ILOs are a concern as state by Dr. Meeta Goel as the implementation timeline is 16-17 academic year. <u>Action Taken:</u> None. <u>Follow Up Items:</u>



ANTELOPE VALLEY COLLEGE

		None.
VII. Discussion Item – -Restructuring of Outcomes Committee	<i>All</i>	<u>Issues Discussed:</u> Dr. Glenn Haller requested the committee to review the document included in the packet, which speaks to the restructuring of this committee. He indicated that it will return to the next meeting for formal approval consideration. <u>Action Taken:</u> None. <u>Follow Up Items:</u> Will return to the next agenda for approval.
VIII. Discussion Item – -WEAVE Replacement Subcommittee	<i>All</i>	<u>Issues Discussed:</u> Dr. Scott Lee indicated that he will be sending out an email soon regarding the proposed first meeting of this subcommittee. He will also be forwarding three documents for review prior to the meeting. <u>Action Taken:</u> None. <u>Follow Up Items:</u> None.
IX. Discussion Item – -Handbook, Procedures, Assessment and Data Collection	<i>All</i>	<u>Issues Discussed:</u> Dr. Haller requested those who volunteered for this subcommittee to let him know a time that works best to have a meeting. Ms. Melanie Parker indicated that she had put information together and sent it to Dr. Haller for review and consideration but has not yet heard back on the matter. Ms. Wendy Stout also indicated that she prepared documentation for inclusion in the handbook and sent it to Dr. Haller for review. Dr. Haller indicated that he would be in touch with those who volunteered and a meeting will be set. <u>Action Taken:</u> None. <u>Follow Up Items:</u> None.
X. Discussion Item – -CurricUNET Outcomes only Approval	<i>All</i>	<u>Issues Discussed:</u> Dr. Glenn Haller announced that a small group of members meet at the end of the fall semester to review and issue brought



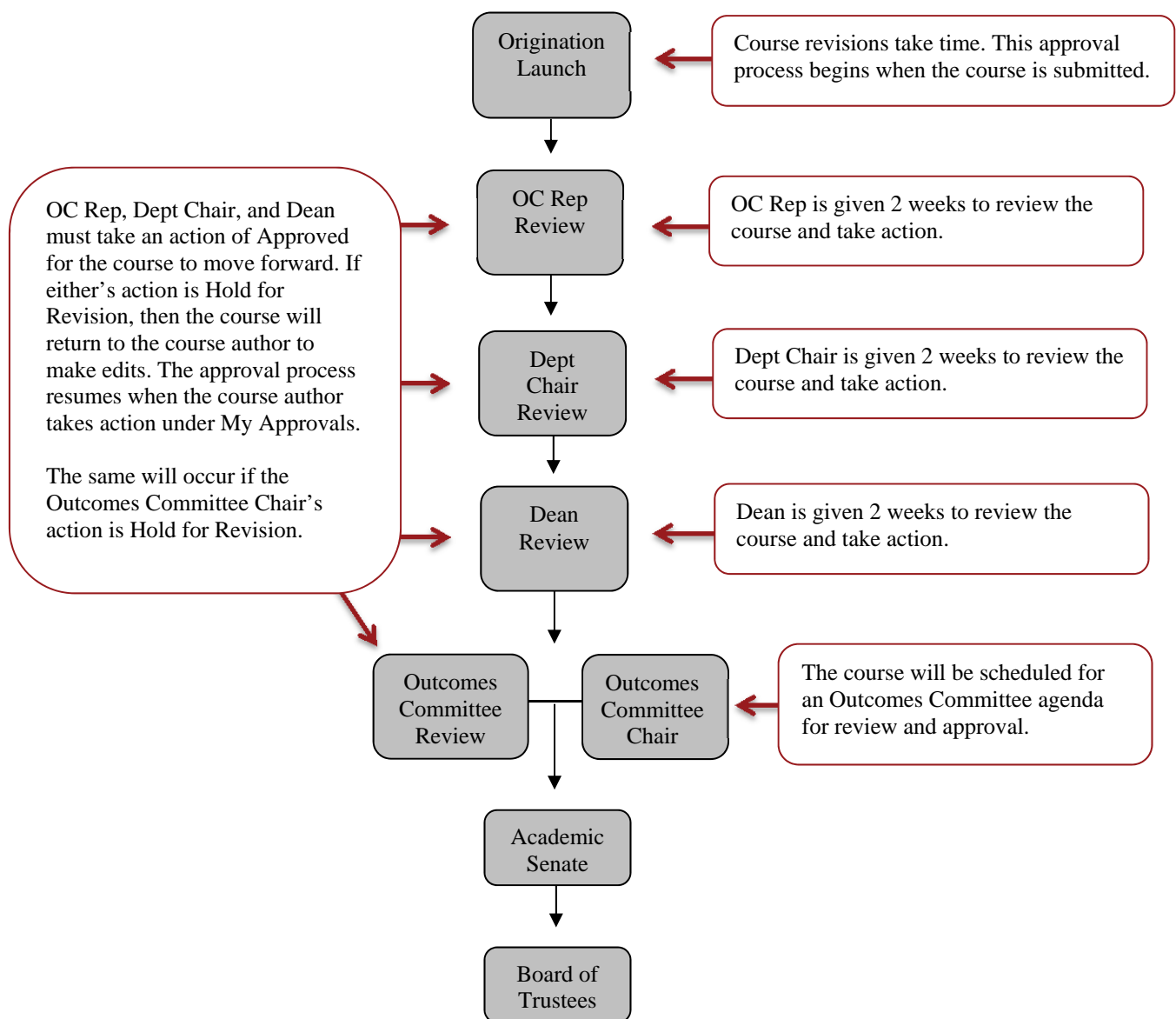
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		<p>forward by the reading faculty and many other areas. Discipline faculty have indicated an interest to review and revise outcomes without having to conduct a full review of the COR. In an effort to meet the needs of this request, attached are two different ways faculty can review and revise their course outcomes: Revising the learning outcomes or measures/achievement targets only. Dr. Haller requested the committee members to review the attached documents and provide feedback. Dr. Anne Hemsley reviewed the document with faculty in her area and they are strictly opposed to making any additional changes to the outcomes process that would complicate the revision process further. Much discussion occurred regarding this statement as the additional approval processes were developed to meet the needs of faculty who indicated the need to revise their outcomes outside of the COR cycle. After much discussion, it was determined that the item would return to the next agenda for formal approval consideration.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Will return to the next agenda for approval.</p>
<p>NEXT MEETING DATE: 3/14/2016</p>		<p>The meeting concluded at 4:31pm.</p>

Process for Revising Learning Outcomes

If a discipline determines the need to change, add, or delete SLOs or PLOs outside of the normal Course Outline of Record (COR) review cycle, the following procedures must be followed:

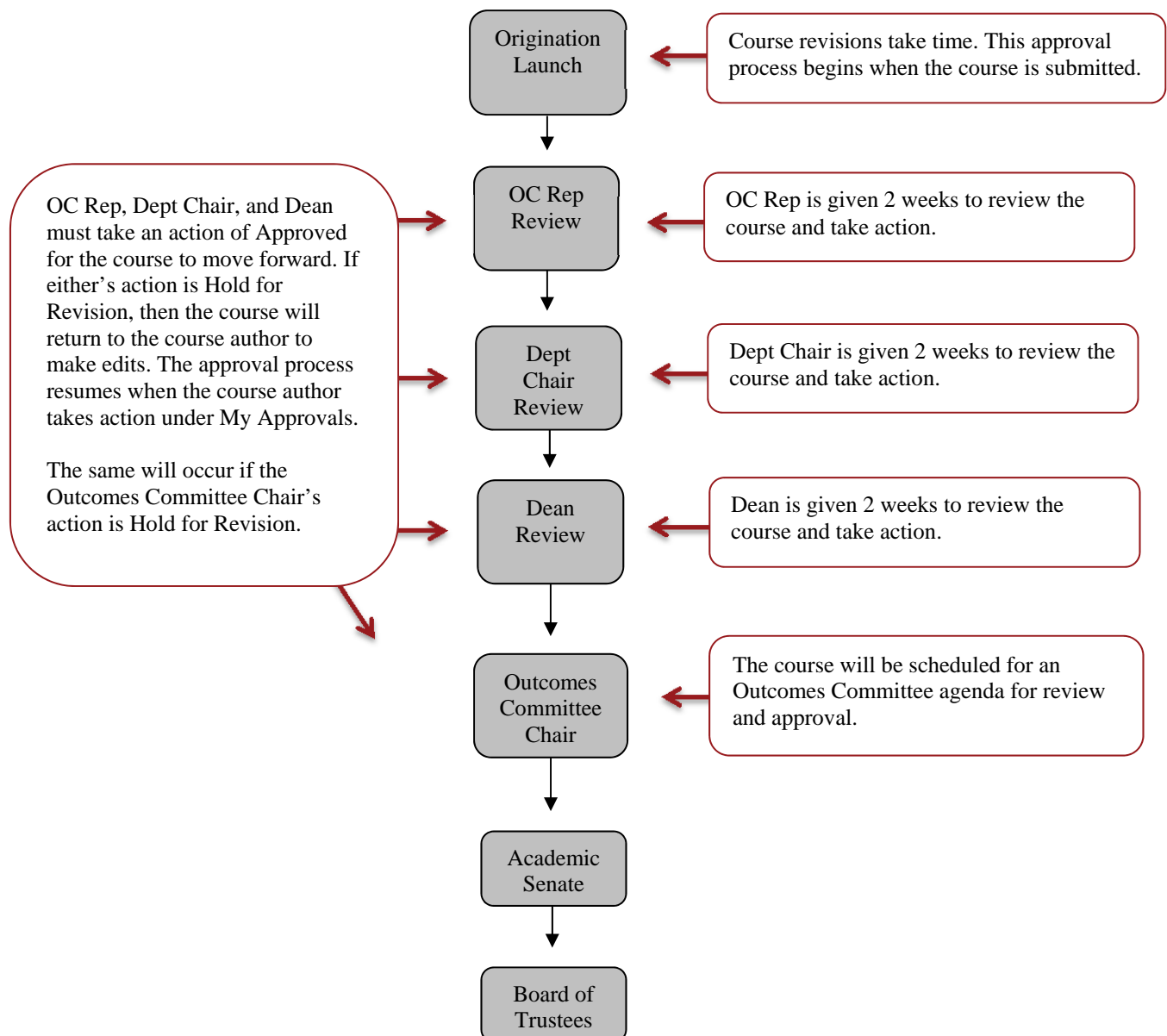
- 1) The discipline must submit the changes to their Outcomes Representative by initiating a revision in CurricUNET.
- 2) If approved, the Outcomes Representative will take an action of Approval in CurricUNET and the revision will then move to the Department Chair, then Dean, and finally the Outcomes Committee faculty co-chair for consideration by the Outcomes Committee.
- 3) The Outcomes Committee shall then determine whether to adopt the changes.
- 4) If the Outcomes Committee approves the changes, the faculty co-chair will direct the changes be updates on Weave.



Process for Revising Measures/Achievement Targets Only

If a discipline determines the need to change measures and achievement targets of SLOs and PLOs outside of the normal Course Outline of Record (COR) review cycle, the following procedures must be followed:

- 1) There shall be no changes allowed between the 2nd Friday after the end of the spring semester and Sept 30.
- 2) The discipline must submit the changes to their Outcomes Representative by initiating a revision in CurricUNET.
- 3) If approved, the Outcomes Representative will take an action of Approval in CurricUNET and the revision will then move to the Department Chair, then Dean, and finally the Outcomes Committee faculty co-chair for consideration by the Outcomes Committee.
- 4) The Outcomes Committee shall then determine whether to adopt the changes.
- 5) If the Outcomes Committee approves the changes, the faculty co-chair will direct the changes be updates on Weave.



Outcomes Committee

Administrative co-Chair and Faculty co-Chair

Outcomes Committee meets twice a year as a group to share, discuss, and collaborate on organizational and learning outcomes assessment, analysis, and adjustments.

Organizational Outcomes Sub-Committee (OOSC)

Reports to Strategic Planning Committee

Mission

Provide consultation support and time-line development in the design of assessment, analysis of results, and development of action plans for non-instructional organizations.

Learning Outcomes Sub-Committee (LOSC)

Reports to Academic Senate

Mission

Provide consultation support and time-line development in the design of assessment, analysis of results, and development of action plans for instructional divisions.

OOSC Membership

- Academic Affairs
- Student Services
- Human Resources
- Public & Governmental Relations
- Institutional Effectiveness, Research and Planning
- Information Technology Services
- Facilities
- Institutional Advancement & Foundation
- Business Services

* OOC Members will not be members of the Executive Council

** Chair to be determined.

LOSC Membership

- Senate Faculty Chair
- Division Representatives

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