



**ANTELOPE VALLEY COLLEGE
OUTCOMES COMMITTEE MEETING
September 22, 2014
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	Jessica Eaton	Glenn Haller	Dr. Tom O’Neil
Stacey Adams	Luis Enriquez	Rachel Jennings	Melanie Parker
Kimberly Covell	Dr. Irit Gat	Dr. Scott Lee	Wendy Stout
Svetlana Deplazes	Dr. Meeta Goel	Christine Mugnolo	
MEMBERS ABSENT	GUESTS PRESENT/EX-OFFICIO MEMBERS		
Diana Keelan	LaDonna Trimble	Dr. Bonnie Suderman	

1. **CALL TO ORDER AND ROLL CALL**
A motion was made and seconded to call the September 22, 2014 Outcomes Committee Meeting to order at 3:04p.m. Dr. Fredy Aviles, SLO Faculty Co-Chair, called the meeting to order at 3:04 p.m. Motion carried.

2. **OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR**
Dr. Fredy Aviles indicated that Dr. Bonnie Suderman will arrive momentarily. A question pertaining to the SLO checklist was asked as the document is not currently posted to the website. Mrs. Melissa Jauregui indicated that she would send the document to all representatives after Dr. Aviles indicated where on the website it should be located. She indicated that she would consult with Dr. Aviles after the meeting to determine the appropriate location of the document and will send an email shortly after with the website link.

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

4. **APPROVAL OF MINUTES**
 - a. **September 8, 2014**
A motion was made and seconded to approve the minutes from the September 8, 2014 Outcomes Committee meeting. Motion carried with three abstentions.

5. **REPORTS**
 - a. **Updates from the Department of Institutional Effectiveness, Research, and Planning – Dr. Meeta Goel**
Dr. Meeta Goel announced that new links were available on the Department of Institutional Effectiveness, Research, and Planning website, which should help to show evidence for program review. The links are located under program review and program review data elements. Two that may be helpful are Salary Surfer and Wage Track. She indicated that more links like this are coming soon. Dr. Goel also encouraged all representatives along with all faculty should attend the upcoming planning meeting on Friday with the president.

6. **CONSENT AGENDA ITEMS**
 - a. **Revised SLOs: CHEM 110, MATH 220, added per motion MATH 150 and MATH 160**
Dr. Fredy Aviles indicated that many courses recently dropped into the Outcomes Committee listing. At the last meeting the committee agreed to only review those courses that were in the queue as of Thursday. As a result, he requested a motion to add MATH 150 and MATH 160. A motion was made and seconded to add MATH 150 and MATH 160. Motion carried without discussion. Mrs. Stacey Adams requested clarification on when the other courses in the queue would be reviewed to which Dr. Aviles indicated that once their SLOs are reviewed, it is likely they will be placed on the October 13th agenda.

A motion was made and seconded to approve item 6a as all courses listed have been reviewed and approved by the Division Representatives. Motion carried.

A motion was made and seconded to add ESL 050X and ESL 053 to item 7b and add Philosophy AA-T to item 7c. Dr. Aviles reminded the committee members that the two ESL courses were reviewed last meeting and have returned for a second reading. He also indicated that the PLOs for Philosophy AA-T are being added as we are under a strict deadline with the Chancellor's Office to be in compliance with the SB 1440 100% requirement. Motion carried.

7. **ACTION ITEMS**

a. Revised PLOs: none

No revised PLOs were noted for this meeting.

b. New course SLOs: ESL 050X and ESL 053

A motion was made and seconded to approve the new course SLOs for ESL 050X and ESL 053. After a brief review of the SLOs in CurricUNET, the Outcomes Committee requested the faculty member to specifically state the assessment method used and potentially remove the statement "is included" as this implies other methods may also be used. If using an assessment method of speech, quiz, paper, etc. then also state how it will be graded, for example, add the language "graded using a faculty developed rubric." It was also suggested that the statement within the parenthesis be removed so to simplify the statement pertaining to the assessment method. Motion failed.

c. New program PLOs: Philosophy AA-T

A motion was made and seconded to approve the new PLOs for Philosophy AA-T. Dr. Aviles indicated that the PLOs were reviewed and approved by the representative and he also reviewed them and feels they are appropriately written. The PLOs were presented to the committee via the projector system. After a brief review, it was determined that revisions were not necessary. Motion carried.

8. **DISCUSSION ITEMS**

a. SLO/PLO data, action plan reporting (VP of Academic Affairs: Bonnie Suderman)

Dr. Bonnie Suderman, Vice President of Academic Affairs, was present to provide clarification on a discussion that occurred at the last Outcomes Committee meeting. At the last meeting, several committee members were concerned about a message that was being disseminated by administration to the deans regarding the frequency of student learning outcomes (SLOs) assessment. The Outcomes Committee had discussed this topic previously and agreed to maintain the current policy of assessing all SLOs per year for all courses as it would be likely that as years passed, some outcomes would never have findings entered in Weave. Dr. Suderman indicated that she was approached by Dr. Edward Beyer, Academic Senate President, who expressed concerns with administration changing the assessment cycle for student learning outcomes, which is a faculty driven process. She provided the historical information pertaining to this conversation, which is that Mr. Edward Knudson, President, attended a meeting with other college presidents to discuss the assessment of all SLO for all courses each year with Barbara Beano from ACCJC. At that meeting it was communicated that while the assessment of all SLOs each year would be nice, it is a very expensive process for the institution to assess all SLOs through the whole assessment process and ACCJC only expects one SLO to be assessed per year per course.

Dr. Suderman passed out a document for the committee members to review called "Accrediting Commission for Community and Junior Colleges: Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes." She indicated that with our coming site visit from accreditation, our college will be expected to be at the proficiency level for student learning outcomes however institutional level must be at 100% sustainable continuous quality improvement. Program Learning Outcomes (PLOs) need to be assessed and discussed and those discussions need to be documented to show proof of our efforts. This new requirement will be very burdensome to our faculty so perhaps lightening up on SLOs such that only one action plan per year is required may make it easier for us to reach this new required goal. Clarification was requested from Dr. Suderman on what was meant by "only assess one SLO per year" as she mentioned one action plan per year would meet the requirements of ACCJC. The committee was originally of the impression that assessment data would only need to be entered for one SLO per course but it seems that is not the message of ACCJC. Dr.

Suderman clarified that ACCJC requires assessment data be collected for all SLOs, which we are already doing, however they only require one SLO per year to be part of an action plan for improvement. As for program learning outcomes, degrees and certificates, ACCJC requires that all PLOs be assessed within the cycle while the visiting team is present at the college. The committee clarified that the terminology used by Dr. Suderman has a different meanings, which is that assessment is typically used to reference full cycle while gathering of data is different. The Outcomes Committee often uses the term assessment to reference the process of gathering data and entering it in Weave.

It was also communicated that all SLOs be listed on the syllabi as per ACCJC. Dr. Irit Gat requested clarification on how the assessment data is tied to funding, to which Dr. Suderman indicated that it should be done through program review. Mrs. Stacey Adams provided clarification on the confusion from the last meeting, which is that administration changed the requirement for collecting assessment data. She is hearing today that actually all assessment data should be collected and entered into Weave but one action plan per course needs to be developed and discussed. Ms. Melanie Parker confirmed the message being communicated today is very different from that presented at the last meeting. Dr. Suderman suggested that in the future if a message from administration is communicated, then administration should be present to clarify the message so to avoid any miscommunication. Dr. Fredy Aviles indicated that within Weave action plans may only be needed for one SLO and this can be accommodated within the system, which he felt was not common knowledge. The committee members present felt this was common knowledge and common practice within their divisions. Dr. Aviles also indicated that he did not think it was necessary to communicate a new message to faculty as this discussion does not deviate from current practice. He felt that more communication from this community will only confuse faculty and the last change in process resulted in very low completion rates within Weave. Committee members present expressed disagreement with this view as a clear and concise message from the committee is necessary. Mrs. Stacey Adams requested an action item on the next agenda to discuss and approve the language of that message.

A new discussion occurred regarding the appropriateness of our Institutional Learning Outcomes (ILOs) as they are poorly written and unattainable. Dr. Aviles indicated that by way of assessing courses and programs our institution could show supporting documentation for meeting our ILOs as all learning outcomes are linked to the ILOs. Dr. Suderman expressed concern with this approach as this has not been the message given to administration by ACCJC.

Since the deadline for entering data into Weave is fast approaching, the committee requested a reminder email be sent to the whole campus by Dr. Aviles. It was also agreed upon that an action item will be on the next agenda to discuss, clarify and approve the expectation of the faculty when reporting their student learning outcomes.

- b. **Outcomes Committee mission (attachment)**
- c. **Outcomes Committee goals 2014-2015 (attachment)**

A motion was made and seconded to table items 8b-8c. Dr. Aviles indicated that Dr. Edward Beyer, Academic Senate President, suggested that all discussions pertaining to committee missions be postponed until after the planning meeting with the college president on September 24, 2013. Motion carried.

- d. Outcomes Committee website

9. **ADMINISTRATIVE BUSINESS**

- a. **SLO-Related Events** –
 - 1) FPD: Friday, October 3, 9am – 12pm in SSV 151
 - 2) FPD: Friday, March 6, 2015, 9am – 12pm in SSV 151

10. **OTHER**

- a. SLO Meeting dates remaining for Fall 2014: 10/13/14, 10/27/14, 11/10/14, 11/24/14

11. **ADJOURNMENT**

A motion was made and seconded to adjourn the September 22, 2014 Outcomes Committee meeting at 4:29p.m. Motion carried.

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