



Outcomes Committee Agenda

Monday, October 12, 2015

BE 324

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
- Irit Gat, 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
- Karen Lubick, 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 -9/28/2015	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Consent Item – Revised SLOs -COMM 214 -MKTG 121 -OT 101, OT 105		<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
IV. Action Item – New SLOs -AFMT 310 -AFMT 320 -AFMT 330		<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p>



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<ul style="list-style-type: none"> -AFMT 340 -AFMT 341 -AFMT 342 -AFMT 345 -AFMT 346 -AFMT 350 -AFMT 351 -*BIOL 304 -ENGL 315 -ENGR 140 -PSCI 302 		<p><u>Follow Up Items:</u></p>
<p>V. Action Item – Revised SLOs</p> <ul style="list-style-type: none"> -ACCT 131 -ACCT 201 -*ENGR 125 -ENGR 220L -*MATH 115 -OT 121 		<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>VI. Action Item – Revised PLOs</p> <ul style="list-style-type: none"> -LAS – Social/Behavioral Sciences 		
<p>VII. Approval Item – Committee Structure</p> <ul style="list-style-type: none"> -Remove AA Faculty (Senate Appointed) 	<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>VIII. Discussion Item – WEAVE Facilitator Training Materials</p>	<p><i>Glenn</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>IX. Discussion Item – PLOs Procedures</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>X. Discussion Item – Deadline Dates</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>



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NEXT MEETING DATE: 10/26/2015		
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Outcomes Committee Minutes

Monday, September 28, 2015

BE 324

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

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Glenn / Meeta</i>	Welcomed the committee to the third meeting of the semester and requested that ENGL 115 be reviewed outside of the process as it needs to be submitted for GE consideration to support the new bachelor degree. All members present agreed to the review of ENGL 115.
II. Approval of Previous Minutes -5/11/2015 -9/14/2015	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the meeting minutes noted. All members present approved the motion.</p> <p><u>Follow Up Items:</u> None.</p>
III. Consent Item – Revised SLOs -AGRI 102, AGRI 112, AGRI 130, AGRI 132, AGRI 153, AGRI 155, AGRI 210, AGRI		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve those course SLOs</p>



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<p>212, AGRI 220, AGRI 250, ART 132, BIOL 103, DM 110, DM 112, HE 120, KIN 106, KIN 107, KIN 139, KIN 156, KIN 161, KIN 162, KIN 237, REC 101, REC 102</p>		<p>noted. All members present approved the motion.</p> <p><u>Follow Up Items:</u> None.</p>
<p>IV. Action Item – New SLOs -BIOL 304 -ENGL 115</p>		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the SLOs for BIOL 304. A request was made to remove the language in the Assessment Methods and Achievement Targets box. Motion failed.</p> <p>A motion was made and seconded to approve the SLOs for ENGL 115. All members present approved the motion.</p> <p><u>Follow Up Items:</u> None.</p>
<p>V. Action Item – Revised SLOs -ENGR 125 -MATH 115 -MATH 120 -MUS 181</p>		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the SLOs for ENGR 125. A request was made to multiple SLOs where currently only one is noted. Motion failed.</p> <p>A motion was made and seconded to approve the SLOs for MATH 115. A request was made to remove the language in the Assessment Methods and Achievement Targets box and be sure it is incorporated into the earlier questions. Motion failed.</p> <p>A motion was made and seconded to approve the SLOs for MATH 120. A request was made to make a minor revision which was completed during the meeting. All members present approved the motion.</p> <p>A motion was made and seconded to approve the SLOs for MUS 181. All members present approved the motion.</p> <p><u>Follow Up Items:</u> ENGR 125 and MATH 115 will return to a future meeting for approval.</p>
<p>VI. Approval Item – Goals for 2015-16</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> Dr. Glenn Haller presented a draft of the goals and after much</p>



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		<p>discussion the committee agreed to the following:</p> <ol style="list-style-type: none"> 1. SLO data collection and entry into WEAVEonline at or above 90% compliance. 2. PLO data collection and entry into WEAVEonline at or above 90% compliance. 3. OO data collection and entry into WEAVEonline at or above 90% compliance. 4. Refine and implement procedures for data gathering and assessment. 5. Ensure SLOs, PLOs, and OOs are mapped to new ILOs as they are due for revision. 6. Determine whether to retain WEAVEonline or identify a replacement. 7. Review the current process for assessing outcomes to identify areas and methodologies needing improvement. <p><u>Action Taken:</u> All members present approved the goals.</p> <p><u>Follow Up Items:</u> None.</p>
<p>VII. Approval Item – Committee Structure -Remove AA Faculty (Senate Appointed)</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> Tabled due to lack of time.</p> <p><u>Follow Up Items:</u> Will return to the next agenda for discussion.</p>
<p>VIII. Informational Item – -CCSSE/SENSE 2016 -College Wide Retreat</p>	<p><i>Meeta</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>IX. Discussion Item – WEAVE Facilitator Training Materials</p>	<p><i>Glenn</i></p>	<p><u>Issues Discussed:</u> Dr. Glenn Haller presented a draft facilitator training document intended to be used in the mandatory training. After a brief review of the document, the committee requested the first page to be bullets, if possible. Also there was some overlap with the pictures.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u></p>



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		Will return to the next agenda for further discussion.
X. Discussion Item – Meeting Schedule	<i>Glenn</i>	<u>Issues Discussed:</u> Dr. Glenn Haller asked the committee whether an alternative meeting date and time should be discussed. Mrs. Melissa Jauregui requested that Outcomes consistently meet in the week prior to AP&P. Currently the schedule is the 2 nd and 4 th Monday but occasionally those Monday’s land on the weeks after the AP&P meetings. <u>Action Taken:</u> None. <u>Follow Up Items:</u> Dr. Glenn Haller will speak with the other committees to be sure moving our meeting date will not interfere with their schedule.
XI. Discussion Item – Facilitator Rights for Department	<i>Glenn</i>	<u>Issues Discussed:</u> Dr. Glenn Haller asked whether department chairs have been granted facilitator rights within Weave to all the areas they represent. While they do not current have the access it can be given to them as it is part of their responsibilities. Dr. Meeta Goel indicated that faculty should contact the research office to request such access. <u>Action Taken:</u> None. <u>Follow Up Items:</u> None.
XII. Discussion Item – PLOs Procedures	<i>All</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Tabled due to lack of time. <u>Follow Up Items:</u> Will return to the next agenda for discussion.
XIII. Discussion Item – Sub-Committees	<i>All</i>	<u>Issues Discussed:</u> Stacey Adams and Anne Hemsley requested to be part of the Weave alternative discussion. Rachel Jennings requested to participate on the Outcomes Handbook subcommittee.



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		<p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> The subcommittees will begin to discuss the items assigned to them in the near future.</p>
XIV. Discussion Item – Deadline Dates	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> Tabled due to lack of time.</p> <p><u>Follow Up Items:</u> Will return to the next agenda for discussion.</p>
NEXT MEETING DATE: 10/12/2015		

PROGRAM LEARNING OUTCOMES REVISION



ANTELOPE VALLEY COLLEGE

Program: LAS Degree- Option II Social/Behavioral Sciences

- Institutional Learning Outcomes**
1. Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.
 2. Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.
 3. Demonstrate a breadth of knowledge and experiences from the Humanities, Social and Behavioral Sciences, Arts, Natural Sciences, and Mathematics.
 4. Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and variety of technologies.
 5. Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.
 6. Identify career opportunities that contribute to the economic well being of the community.

Indicate, by number, the Institutional Learning Outcome(s) each Program Learning Outcome will support. Specifically describe the assessment method(s) used to measure each outcome and specify the achievement target that will determine successful completion of the outcome. *Submit a signed copy of this form to the SLO Committee mailbox. If this is an instructional program, a curriculum map must be attached. All programs must attach a proposed cycle of assessment.*

ILO	PROGRAM LEARNING OUTCOMES	ASSESSMENT METHODS and ACHIEVEMENT TARGETS	REVISION DIALOGUE
2, 3	Demonstrate an awareness of the theories and methods of inquiry used by professional social and behavioral scientists.	Collect data from PSY 101 SLO 2, SOC 101 SLO 1, POLS 101 SLO 1, and HIST 108 SLO 1 and aggregate results.	Simplified in order to allow assessment via mapping method.
1, 2, 3, 5	Critically evaluate the behaviors, attitudes, values, and beliefs of diverse cultures.	Collect data from PSY 101 SLO 3, SOC 101 SLO 3 and aggregate results.	No change to PLO. Assessment will now be done via mapping method.
1, 2, 3, 4	Synthesize existing knowledge and evaluate research.	Collect data from PSY 101 SLO 1, SOC 101 SLO 2, POLS 101 SLO 2, and HIST 108 SLO 2 and aggregate results.	New PLO derived from part of old PLO 1. Old PLO 1 was simplified and split into revised PLO 1 and new PLO3.

SLO Committee Acknowledgement: _____ Date: _____

PROGRAM NAME		LAS Degree- Option II Social/Behavioral Sciences				
DIVISION		Social & Behavioral Sciences				
DEPARTMENT						
DATE APPROVED						
DEGREE		<input checked="" type="checkbox"/>				
CERTIFICATE		<input type="checkbox"/>				
REQUIRED FOR PROGRAM	COURSE NAME (Ex: AERO 120)	: I = Introduced D = Developed M = Mastery				
		PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
<input type="checkbox"/>	PSY 101	I, D	I, D	I, D		
<input type="checkbox"/>	SOC 101	I, D	I, D	I, D		
<input type="checkbox"/>	POLS 101	I, D		I, D		
<input type="checkbox"/>	HIST 108	I, D		I, D		
<input type="checkbox"/>	AJ 206					
<input type="checkbox"/>	ANTH 102					
<input type="checkbox"/>	ANTH 103					
<input type="checkbox"/>	ANTH 112					
<input type="checkbox"/>	ECON 100					
<input type="checkbox"/>	ECON 101					
<input type="checkbox"/>	ECON 102					
<input type="checkbox"/>	ECON 110					
<input type="checkbox"/>	GEOG 105					
<input type="checkbox"/>	HIST 101					
<input type="checkbox"/>	HIST 102					
<input type="checkbox"/>	HIST 104					
<input type="checkbox"/>	HIST 105					
<input type="checkbox"/>	HIST 107					
<input type="checkbox"/>	HIST 110					
<input type="checkbox"/>	HIST 111					
<input type="checkbox"/>	HIST 112					
<input type="checkbox"/>	HIST 113					
<input type="checkbox"/>	HIST 114					
<input type="checkbox"/>	HIST 119					
<input type="checkbox"/>	POLS 103					
<input type="checkbox"/>	POLS 200					
<input type="checkbox"/>	POLS 202					
<input type="checkbox"/>	POLS 203					
<input type="checkbox"/>	PSY 201					
<input type="checkbox"/>	PSY 212					
<input type="checkbox"/>	PSY 233					
<input type="checkbox"/>	PSY 234					
<input type="checkbox"/>	PSY 235					



ANTELOPE VALLEY COLLEGE

College Coordinating Council Committee Information Sheet

Outcomes Committee 2015 – 2016

Committee Name

	Appointed By	Individual	Term	Expiration Date
Co-Chair	Academic Senate – Faculty	Dr. Glenn Haller	1 of 3	June 30, 2018
Co-Chair	Dean of Institutional Effectiveness, Research, and Planning	Dr. Meeta Goel	Standing Member	Standing Member
Admin. Member	Academic Dean	Dr. L. Tom O’Neil	1 of 3	June 30, 2018
Admin. Member	Student Services Dean	LaDonna Trimble	3 of 3	June 30, 2016
Research Analyst	Research Analyst – by position	Dr. Svetlana Deplazes	Standing Member	Standing Member
Div Faculty Rep	Library	Dr. Scott Lee	1 of 3	June 30, 2018
Div Faculty Rep	Division #1	Ms. Stacey Adams	1 of 3	June 30, 2018
Div Faculty Rep	Division #1	Ms. Wendy Stout	3 of 3	June 30, 2017
Div Faculty Rep	Division #1	<i>Vacant</i>	1 of 3	June 30, 2018
Div Faculty Rep	Division #2	Dr. Anne Hemsley	1 of 3	June 30, 2018
Div Faculty Rep	Division #2	Dr. Cindy Hendrix	2 of 3	June 30, 2017
Div Faculty Rep	Division #3	Dr. Rachel Jennings	2 of 3	June 30, 2017
Div Faculty Rep	Division #3	Ms. Karen Lubick	2 of 3	June 30, 2017
Div Faculty Rep	Division #4	Ms. Melanie Parker	2 of 3	June 30, 2017
Div Faculty Rep	Division #4	Dr. Irit Gat	2 of 3	June 30, 2016
Div Faculty Rep	Division #5	<i>Vacant</i>	2 of 3	June 30, 2017
Div Faculty Rep	Division #5	<i>Vacant</i>	2 of 3	June 30, 2017
Div Faculty Rep	Counseling and Matriculation	Dr. Jessice Eaton	1 of 3	June 30, 2018
Academic Affairs	Academic Senate	<i>Vacant</i>	1 of 3	June 30, 2018
Student Services	Academic Senate	<i>Vacant</i>	3 of 3	June 30, 2016
Adjunct Faculty	Academic Senate	<i>Vacant</i>	3 of 3	June 30, 2016
Confidential Management	Confidential Management (OOs)	Mrs. Melissa Jauregui	1 of 3	June 30, 2018
Classified Employee	Classified Union	<i>Vacant</i>	1 of 3	June 30, 2015
ASO Rep	ASO – Non Voting Ad Hoc	<i>Vacant</i>	1 of 1	June 30, 2015

Type of Committee/Authority:

Academic Senate Standing Committee.

Purpose:

Student Learning Outcomes (SLOs) are specific observable characteristics developed by faculty and staff that allow them to determine or demonstrate evidence that learning has occurred as a result of specific course, program, activity, or process. The SLO Committee will determine a campus-wide process for the uniform implementation and assessment of Student Learning Outcomes at the course, program, and department level. A Faculty Co-chair and the Dean of Institutional Effectiveness, Research, and Planning are responsible for chairing the committee and overseeing that the functions of the SLO Committee are met.

Function:

- Provide support and training
- Recommend and provide samples of effective assessment tools
- Provide connections to current campus practices
- Provide support and data in program review

- Provide support and data to the accreditation reports
- Ensure that Student Learning Outcomes (SLOs) are connected to Institutional Learning Outcomes (ILOs)
- Act as resource group and maintain liaisons to AP&P

Committee submits recommendations to:

(To whom does the committee submit recommendations?)

Academic Senate

Composition:

Faculty Co-Chair

Dean of Institutional Effectiveness, Research and Planning, Administrative Co-Chair

(1) Academic Dean

(1) Student Services Dean

(1) Research Analyst, by position

(13) faculty representatives (3 from Division#1;2 from Divisions #2-#5; 1 from Counseling; 1 from Library)

(1) Academic Affairs Representative - At Large

(1) Student Services Representative - At Large

(1) Adjunct Faculty Representative

(1) Classified Representative

(1) Confidential Management Representative

(1) ASO Representative (Ad hoc)

Terms:

Staggered 3 year terms for all committee members.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held on the 2nd and 4th Monday of each month during the fall/spring semesters from 3:00 p.m .to 4:30 p.m.

Minutes/Records:

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

Prepared by: Melissa Jauregui

Date: August 21, 2014

The Outcomes Committee thanks you for helping your faculty and students by taking on Facilitator duties.

In this training we will be going over:

Facilitator duties

Adding and editing an outcome

Adding and editing a measure

Adding and editing an achievement target

Adding and editing findings

Adding and editing an action plan

Facilitator Duties

Gather data findings (number successfully mastered SLO and number of those who attempted) from all instructors from all sections of the classes that are your responsibility.

Compile the data and get an aggregate number of the number successfully mastered SLO and number of those who attempted for each class, as well as deriving a percentage from those two numbers.

Input the findings and action plans in accordance with that which has been submitted to you.

Please note – Unless the facilitator is specifically part of the faculty in charge of a particular class or PLO, they should not make any changes to what has been submitted. If there are questions, the facilitator should contact the faculty for clarification before inputting the information.

Some things to remember before and while inputting on WEAVE

You must have your own WEAVE username and password. While the username is usually your MyAVC username, your password is not. If you do not have a WEAVE account, contact your Outcome Rep or Department Chair.

Be sure you save your work, and if there is a “Finish” button, make sure you press that before saving. If the “Finish” button is not pressed before saving, it will cause whatever you are working on to show as not having been completed in the various reports.

WORKING IN WEAVE

The address can be found in a lot of places including the Outcomes page (<https://www.avc.edu/administration/organizations/outcomes>) at the bottom

The actual site URL is: <https://app.weaveonline.com//login.aspx?ReturnUrl=/avc/login.aspx>

Once you're at the AVC page (it's basically all green, the non-AVC page is much different) enter your WEAVEonline ID.

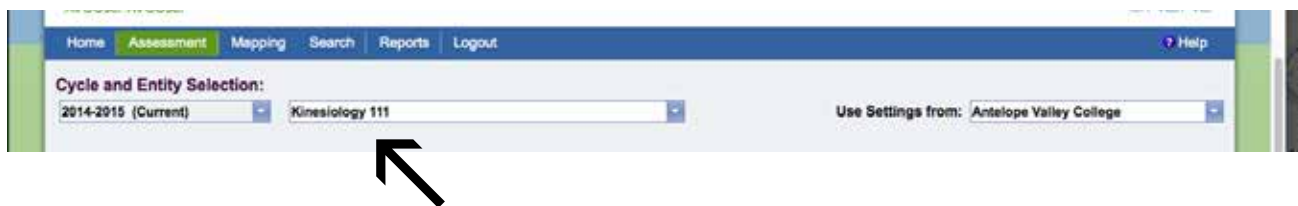
Once in, go to the Assessment tab and go down to Objectives



Once there, find the class in the pull down menu. For this example I've chosen KIN 111.

A couple of notes:

1. You will only be able to see courses and programs you are the facilitator for. If you need access to a particular class or program, contact your Outcomes Rep or Department Chair.
2. Programs (Degrees and Certificates) are prefaced with a P: Often you will find these at the bottom of the pull down list.



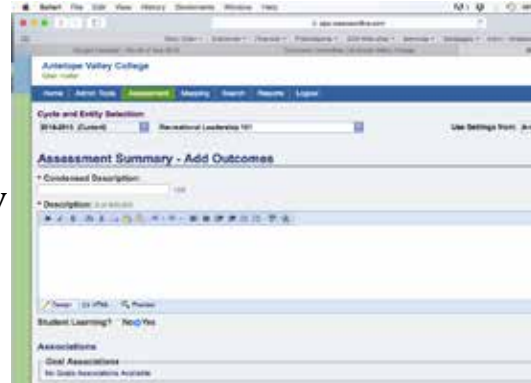
Now we are ready to do specific tasks.

Adding/editing an outcome

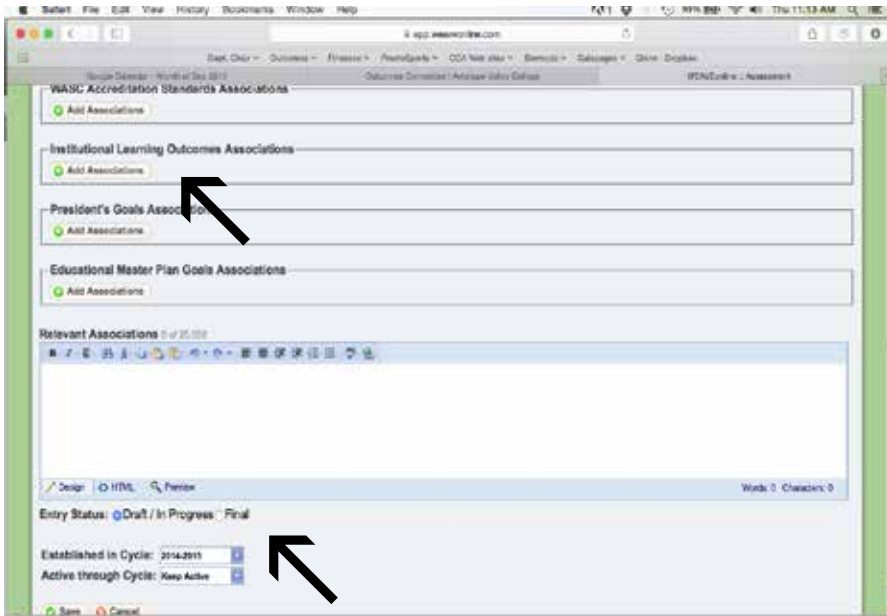
To add an outcome, head down to the middle of the page marked Outcomes and find the button marked "Add."



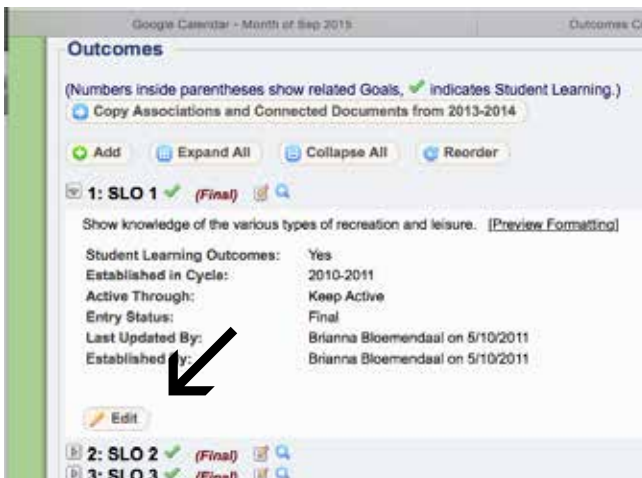
You will get this screen ----->
Fill in the "Condensed Description" (usually something like "SLO 1" and then the "Description" which is the SLO/PLO



Before finishing be sure to add any associations for Institutional Learning Outcomes and Make it "Final" before moving on.



To edit, just go to the "Edit" button under SLO/PLO you want to edit and click on the it. On the next screen change the text as required and make sure you save your work.



Adding/editing measures and achievement targets

To add an outcome, head down to the middle of the page marked Measures and find the button marked "Add Measure."



You will get this screen -----> Click the appropriate Academic Direct Measures button. Note: You can only click one measure so if the SLO shows multiple measures use the first one listed on the SLO.



Fill in the "Condensed Description" (usually something like "SLO 1" and then the "Description" which is the SLO/PLO

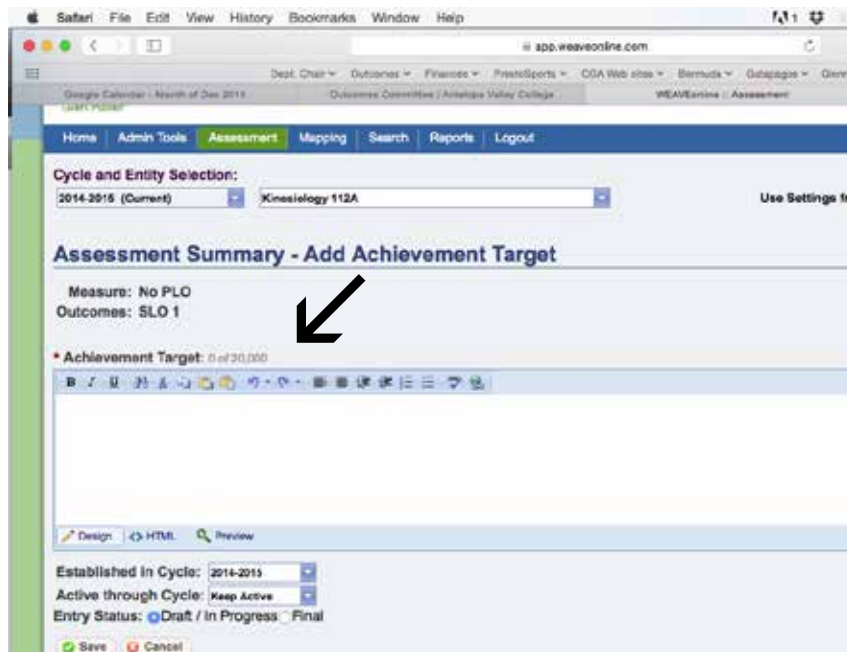
Be sure to select the Related Outcomes for the measure. You can select more than one if more than one SLO for the class uses the same measure. And as always make it "Final" before moving on.

Only adding after adding a measure can you add an achievement target. After saving the Measure, this screen will appear :



Click on the "Add Achievement Target" button

Add the Achievement Target in this screen:

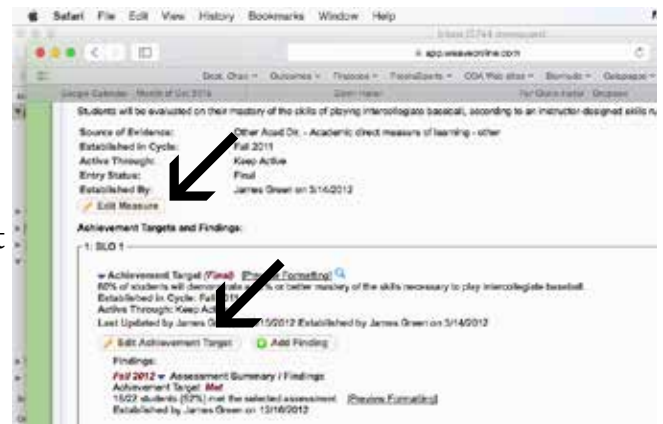


And as always, make it “Final” before saving.

To edit either one first head down to the bottom of the page marked Measures and find the button marked “Expand All.” It makes life easier.



The screen will now look like this ----->
Check either the “Edit Measure” or the Edit Achievement Target button.



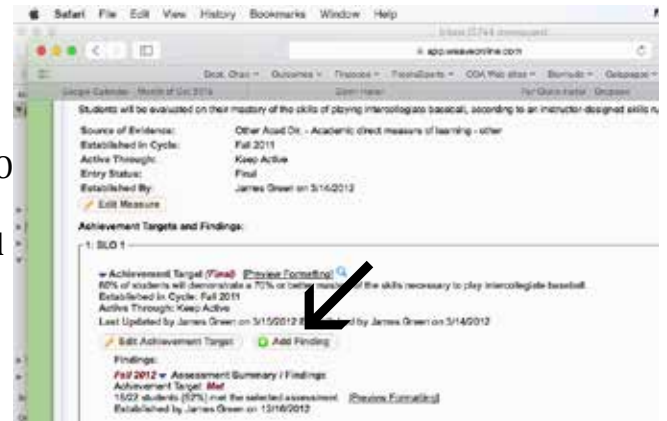
On the next screen change the text as required and make sure you save your work.

Adding/editing findings

To add a finding first head down to the bottom of the page marked Measures & Findings and find the button marked “Expand All.” It makes life easier.



The screen will now look like this -----> Look for the SLO/PLO you have a finding for and click the “Add Finding” button.

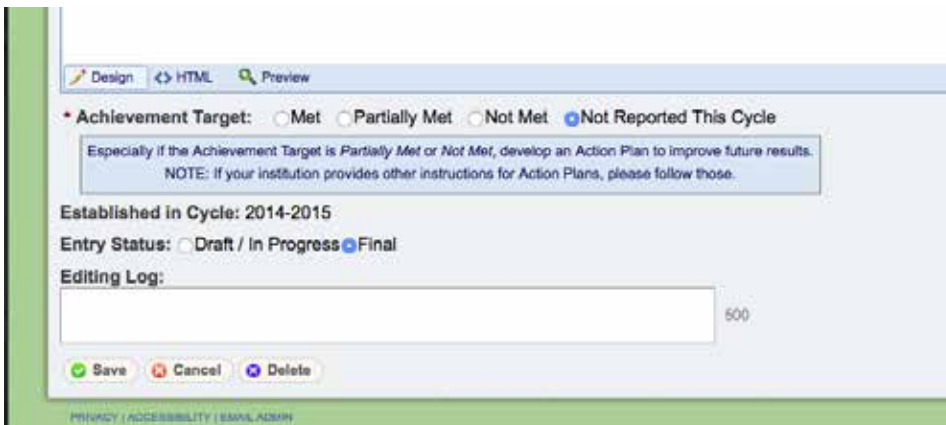


On the next screen enter the text as required.

Usually something like “10 of 15 (67%) students successfully achieved master in this SLO.”

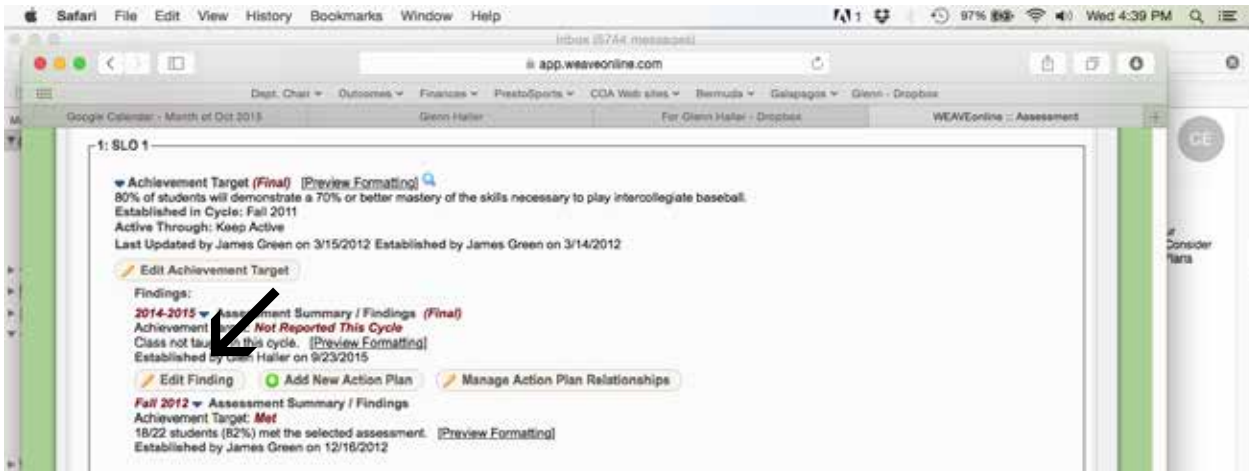
Whatever the wording, remember it must contain 1. the number that successfully mastered SLO, 2. the number of those who attempted and 3. The percentage.

Also, when adding a finding, you need to note whether the SLO was met or not. At the bottom on the page you will find the following:



Click the proper response and make sure you hit Final before save your work.

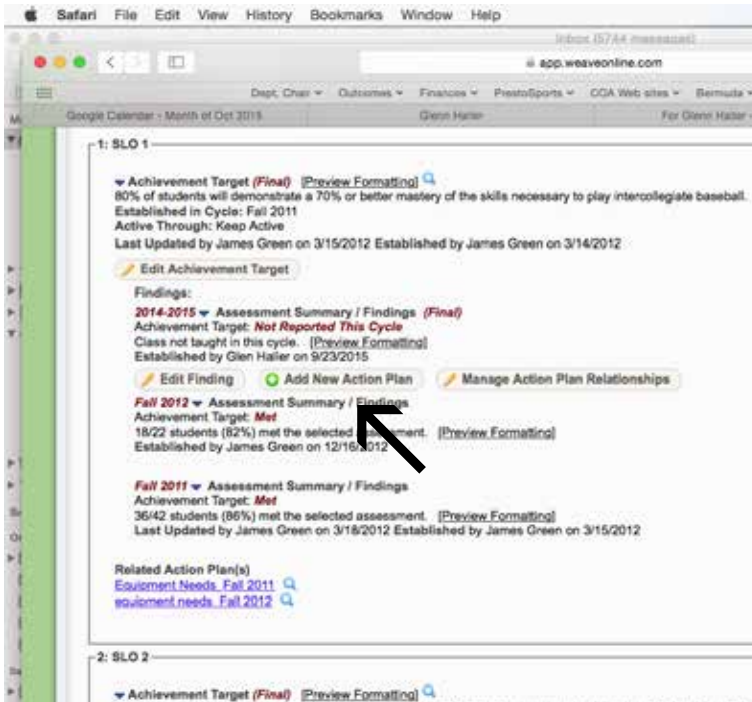
To edit a finding, head down to the bottom of the page marked Measures and find the button marked “Expand All.” Then find the SLO/PLO you need to edit and click on “Edit Finding.”



Make the changes and save your work.

Adding an action plan

Only after adding a measure can you add an action plan. After saving the Finding, this screen will appear (under Measures & Findings and after you have expanded all):



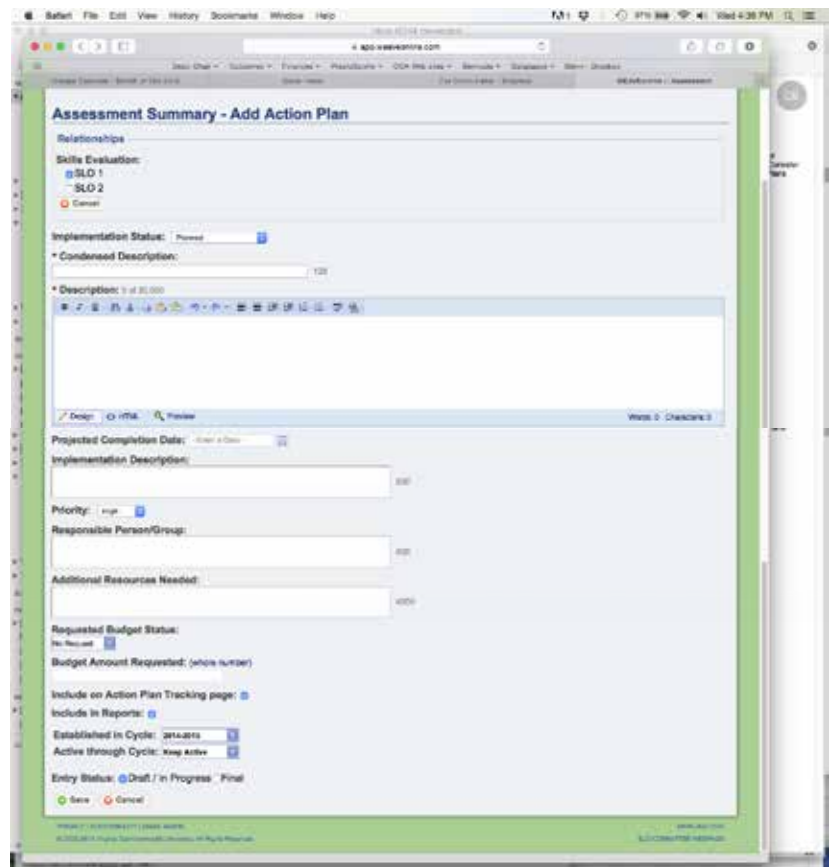
Click on “Add New Action Plan”

You’ll see this screen

Input whatever those in charge of coming up with the Action Plan have sent you

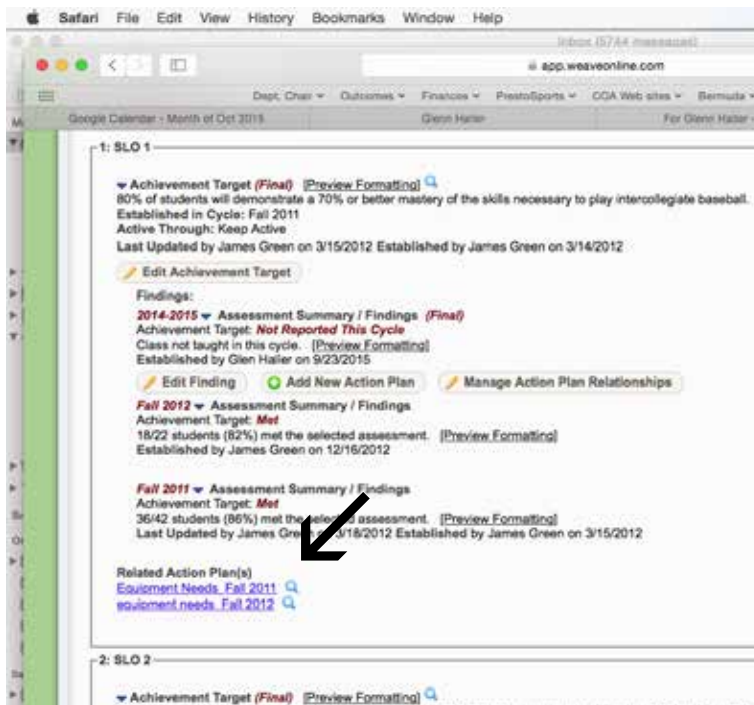
The “Responsible Person/Group” would be where the names of those who put together the Action Plan are placed.

As always, press Final before saving.



Editing an action plan

To edit an Action Plan (under Measures & Findings and after you have expanded all):



Click on the short description of the Action Plan want to edit.

On the next screen make the necessary changes and be sure to save.