



**ANTELOPE VALLEY COLLEGE  
STUDENT LEARNING OUTCOMES MEETING**

**September 10, 2012  
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. August 27, 2012
5. **REPORTS**
  - a. Updates from the Department of Institutional Effectiveness, Research, and Planning – TBD/A Voelcker
6. **ACTION ITEMS**
  - a. HD 102
  - b. Geol 102 L
  - c. SOC 200
7. **DISCUSSION ITEMS**
  - a. Operational Outcomes (Kim Kovell)
  - b. SLO/PLO revision process (attachment)
  - c. How to be a good mentor/facilitator for your area/division
  - d. Training for new SLO committee members
8. **ADMINISTRATIVE BUSINESS**
  - a. **SLO-Related Events:**
    - SLOs/PLOs: Cleaning up your data- Thursday, September 13, 2012 (6-9 pm, SSV 151)
    - SLOs/PLOs: Action plans, programs, & budgets- Thursday, September 27, 2012 (6-9 pm, SSV 151)
9. **OTHER**
  - a. Future SLO Meeting dates for Fall 2012: Sept. 24, Oct. 8, Oct. 22, Nov. 12, Nov. 19
10. **ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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**ANTELOPE VALLEY COLLEGE  
STUDENT LEARNING OUTCOMES MEETING  
MINUTES**

**September 10, 2012  
3:00 p.m. – L201**

**1. CALL TO ORDER AND ROLL CALL**

Dr. Fredy Aviles, Student Learning Outcomes (SLO) Faculty Co-Chair, called the September 10, 2012 SLO Committee meeting to order at 3:05 p.m.

Members Present

Dr. Fredy Aviles, Chair	Leslie Baker
Aaron Voelcker	Stacey Adams
Carolyn Burrell	Wendy Stout
Dr. Glenn Haller	Willard Howard
Dr. Irit Gat	Yvette Cruzalegui
Dr. Robert Harris	

**2. OPENING COMMENTS FROM THE CHAIR**

- Dr. Aviles welcomed everyone to the second meeting of the Fall 2012 semester.
- Discussion was made regarding SLO revisions, and committee members asked for specific literary styles. Any future revisions to SLOs or revised courses must incorporate specific literary styles:
  - 1) Revised SLO's and revised courses
  - 2) Course revision through AP&P

**3. OPENING COMMENTS FROM THE PUBLIC**

There were no opening comments from the public.

**4. APPROVAL OF MINUTES**

a. September 10, 2012 (attachment)

A motion was made and seconded to approve the September 10, 2012 SLO meeting minutes with minor changes. Motion carried as corrected.

**5. REPORTS**

a. Department of Institutional Research and Planning - Aaron Voelcker

- Mr. Aeron Voelcker provided committee members with an updated report option within WEAVE: Now checkmarks only include Action Plans for the current cycle [keep active or only keep active for that cycle]. The instruction guide on the AVC website will be updated to reflect changes before the push for the Fall 2012 fall assessment.
- There was concern expressed regarding committee members not having read/write access to WEAVE. Mr. Willard Howard will communicate with Aeron to create an account that allows changes and not just a 'read only' account. Dr. Aviles directed the committee members to contact Aaron to gain WEAVE database access for Divisions.

## 6. ACTION ITEMS

### a. HD102

*A motion was made and seconded to approve HD102.*

Dr. Robert Harris explained that as this is essentially a new course. The old course was 1.5 units and is being changed to a 3-unit course. The course was being revised in the AP&P committee, but was pulled back so the course can instead be reviewed as a new 3-unit course.

Stacey Adams pointed out that all five (5) achievement targets are missing.

Dr. Harris stated that 100% will understand, but 80% will achieve success.

Aaron Voelcker explained:

- 1) achievement target at the student level/identify student component
- 2) collective component – what do you want to see collectively?

Dr. Harris stated he will add the achievement target.

*HD 102 – 1<sup>st</sup> motion failed.*

2nd motion:

*A motion was made and seconded for provisional approval of the HD 102 course, pending the addition of achievement targets to be included and reviewed at the next SLO committee meeting. Dr. Robert Harris indicated he will present the provisional language for this item.*

*Motion carried.*

### b. Geol 102L

*A motion was made and seconded to approve Geol 102L.*

*Motion carried.*

### c. SOC 200

*A motion was made and seconded to approve SOC 200.*

*Motion carried.*

## 7. DISCUSSION ITEMS

### a. Operational Outcomes (Kim Covell)

Ms. Kim Covell was absent from the SLO meeting. This item will be discussed at a future SLO meeting.

### b. SLO/PLO revisions process (attachment)

Dr. Aviles reminded the committee that revisions are part of our accreditation process, and the, revision form is available on online.

- Corrections were made to the SLO Committee Revision Process form. Dr. Fredy Aviles will bring the corrected form back for review and input, and will be brought back to the committee as an action item once all feedback is incorporated.
- Aaron Voelcker thought the committee representatives should bring ideas back to the Department of Institutional Effectiveness, Research and Planning area. Instituting a higher-level sub-committee to manage the revision process. In addition, he recommended the committee communicate all revisions to the Academic Policies and Procedures (AP&P) committee, and to consider a higher-level sub-committee to manage the revision process. He stated that major revisions must be relayed to Melissa Jauregui and the Academic Policies and Procedures (AP&P) committee.

- Dr. Harris stated that SLO's and PLO's should be reviewed by the committee, but not OO's. He stated that OO's can be managed by the appropriate Vice President, and that Administrative Counsel can create their own committee to oversee where OOs should be revised. He suggested that Dr. Aviles speak with the Vice Presidents for management of the O.O. revision process, and also speak to Academic Senate President Maria Clinton.
- Dr. Haller raised the question as to whether or not the SLO Committee is charged with Operational Outcomes.
- Stacey Adams suggested an AP&P checkbox to clarify whether SLO's have been reviewed and are still current and valid, or if they are under revision and will be sent to SLO Committee for approval. Dr. Aviles suggested adding it to CurricUNET. He reiterated that the SLO Committee should work collaboratively with AP&P.

c. How to be a good mentor/facilitator for your area/division

Dr. Aviles asked the committee what they do to be a good mentor/facilitator in their area/division.

- Ms. Wendy Stout provides a summary of SLO meetings with the Division and Dean. She encourages Division faculty to email her with questions and makes herself available for help. In addition, she shares an updated list of activities occurring on campus.
- Irit Gat provides updates, distributes reminders and demonstrates appreciation to her Division. She tries to turn circumstances into a positive.
- Dr. Aviles stated that because it's easy to misunderstand or read-into emails, he prefers engaging in one-on-one conversations with discipline faculty.
- Dr. Salameh stays in communication with his Division via email.
- Ms. Stacey Adams stated her main focus is to communicate the work completed facilitates compliance. She keeps all pertinent Accreditation issues on the agenda until completion.
- Mr. Willard Howard reminds his Division – no SLO = no job; class doesn't exist until the job is done. He reiterated the importance of documentation being used as the evidence leading to SLOs and PLOs.

d. Training for new SLO committee members.

There was no discussion of this item.

**8. ADMINISTRATIVE BUSINESS**

a. SLO-Related Events:

SLOs/PLOs: Action Plans, Programs, Budgets

Thursday, September 27, 2012 (6:00 p.m. – 9:00 p.m., SSV 151)

**9. Other**

a. Future Fall 2012 SLO meetings: October 8, October 22, November 12, November 26, 2012

**10. ADJOURNMENT**

A motion was made and seconded to adjourn the September 10, 2012 Student Learning Outcomes Committee meeting at 4:30 p.m. Motion carried.