



ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING
October 27, 2008
3:30 p.m. – 5:00 p.m. Room A141

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. September 22, 2008; October 13, 2008
- 5. REPORT**
 - a. SLO Review Sub-Committee (M. Clinton)
- 6. ACTION ITEMS**
 - a. Approve the following SLOs: MKTG 101; MKTG 121; RADT 101; ACRV 212; ACRV 213; ACRV 222; ACRV 223; ERSC 101; FTEC 123; NS 200 & 200 Clinic; PE 113; PE 139; PE 230.
- 7. DISCUSSION**
 - a. SLO Handbook Call for Editors (Ted Younglove)
 - b. WEAVE Training Update (Aaron/Ted)
 - c. November Professional Development SLO Workshops –
 - 11/7 – SLO Assessment Primer – Ted Younglove 1 to 4 p.m. SSV 151
 - 11/14 – SLO Data Collection 1 to 4 p.m. L 214
 - 11/21 – SLO Assessment and Best Practices 1 to 4 p.m. SSV 151
 - d. Spring Professional Development Workshops – IDEAS??
 - e. Committee Membership
 - f. Program Learning Outcomes
 - Formal Definition of Programs
 - Format for Submission/Matrix
 - Strategies for Working with Faculty and Staff
- 8. SLO COMMITTEE ADMINISTRATIVE BUSINESS**
- 9. OTHER**
- 10. ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOME COMMITTEE MEETING
October 27, 2008**

Members Present

Melanie Parker
Dr. Irit Gat
LaDonna Trimble (proxy for Dr. Rosa Hall)
Maria Clinton
Dr. Robert Harris
Dr. Fredy Aviles
Ted Younglove

Absent Members

Kim Covell
Mary Rose Toll
Sharon Lowry
Michael Jacobs
Yvette Cruzalegui

Guests

Christos Valiotis
Dr. Tan Phan
Scott Lee

1. CALL TO ORDER AND ROLL CALL

- With adequate count for a quorum, the meeting was called to order by Co-Chair Melanie Parker at 3:32 p.m

2. OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR (MELANIE PARKER) – Ms. Parker thanked everyone for attending and reminded members about the importance of their attendance. Members were asked to contact Ms. Parker if they are unable to make a meeting.

3. OPEN COMMENTS FROM THE PUBLIC – CHRISTOS VALIOTIS – Mr. Valiotis gave a presentation on the conference he and Aaron Voelcker attended in Indianapolis, IN regarding the WEAVE Assessment software. This is an annual event where colleges and universities who are using the WEAVE program come together to exchange information on how each institution is utilizing the program and to network with other institutions. During the conference they discovered that only the Western Association of Schools and Colleges requires assessment at the course level. Other regional agencies start from the program level and above. Also, it appears that our ILOs are what many institutions call General Education Outcomes. There was also discussion on how assessment drives decisions and how the assessment management program helps satisfy the requirements of accreditation. Mr. Valiotis mentioned that WEAVE will be extremely useful in helping AVC effectively use assessment data to drive budget and planning. In terms of this “closing the loop” requirement, some colleges require that every program submit an improvement plan even if it is simply a minor change. This way colleges are able to report having quality improvement plans in place. The WEAVE programmers are planning an add-on module for curriculum mapping that will be useful for PLO assessment. Mr. Valiotis suggested that the program incorporates built in forms for WASC accreditation standards as well as forms for reporting to the Chancellor’s office. Additionally, and even more pressing, is the ability to customize the various fields in WEAVE to meet our own specific needs. For example, what we call Institutional

Learning Outcomes, is known as General Education Outcomes for the rest of the nation. AVC will be able to customize fields in WEAVE to reflect own terms and practices. The programmers agreed to look into these suggestions. Mr. Valiotis also mentioned that he will work with the Institutional Research Office to build the initial structure of WEAVE in preparation for general release to the campus constituents. A suggestion was made to use the SLO flex dates reserved in the spring semester for WEAVE training.

- 4. APPROVAL OF MINUTES** – Melanie Parker requested that previously unapproved minutes be added to the agenda for approval. A motion was made, seconded, and with no further discussion, passed. Minutes from May 12, 2008 and August 25, 2008 were added to the agenda. Ms. Parker then asked for a motion to approve the May 12, 2008 minutes. A motion was made, seconded and with no further discussion, the committee approved the May 12, 2008 minutes. Ms. Parker asked for a motion to approve the August 25, 2008 minutes. A motion was made, seconded and with no further discussion, the committee approved the August 25, 2008 minutes. Ms. Parker asked for a motion to approve the September 22, 2008 minutes. A motion was made, seconded and with no further discussion, the committee approved the September 22, 2008 minutes. Ms. Parker asked for a motion to approve the October 13, 2008 minutes. A motion was made, seconded and with no further discussion, the committee approved the October 13, 2008 minutes.
- 5. REPORT – SLO REVIEW SUB-COMMITTEE (M. CLINTON)** – Maria Clinton stated that she is in the process of forwarding additional SLOs to committee members. The SLOs ready for approval are listed under Action Items. Ms. Clinton stated that she has accepted the position of Co-Chair of the AP&P Committee and would need to relinquish her position as the chair of the SLO Review Sub-Committee. This person would need to be someone who is a member of the main SLO Committee. A request by e-mail will be prepared by Melanie Parker/Pat Gordon requesting someone to step forward.
- 6. ACTION ITEMS** – Melanie Parker requested a motion that the listed SLOs be approved. After receiving a motion, a second, and with no further discussion, the members present approved the SLOs listed. It was recommended that the PLOs be re-listed from the last agenda. They do not need to be approved by the committee, but their receipt should be acknowledged. The PLO's will be put on the November 10th agenda.
- 7. DISCUSSION**
 - **SLO HANDBOOK (TED YOUNGLOVE)** – Ted Younglove introduced Dr. Tan Phan who has been hired to assist the Institutional Research Office with assessment of student learning and accreditation issues. Dr. Phan is currently compiling a handbook for Antelope Valley College detailing the correlation between ILOs, OOs, PLOs, and SLOs. Dr. Phan and Ted Younglove plan to have draft copies ready for distribution to the committee next month. Also under development is a user-friendly template, in Excel format, that will aid in curriculum mapping. This will help Ted Younglove and Aaron Voelckner input information into WEAVE. It is hoped a draft copy will be ready for review by the SLO Committee's November 10th meeting. This will give the SLO Committee a perspective on the interrelationship of the data and how it can be input in WEAVE.
 - **WEAVE TRAINING UPDATE (AARON/TED)** – please refer to Item #3

- NOVEMBER PROFESSIONAL DEVELOPMENT SLO WORKSHOPS – Training events scheduled for 11/7 (SLO Assessment Primer), 11/14 (SLO Data Collection), and 11/21 (SLO Assessment and Best Practices) will take place as listed in the Professional Development schedule. Melanie Parker announced Christos Valiotis plans to offer two evening sessions in November for anyone, but especially adjunct faculty, who could not attend day time sessions. Dates and times are to be announced.
- SPRING PROFESSIONAL DEVELOPMENT WORKSHOPS (IDEAS??) - Melanie Parker asked the Committee to begin thinking about possible topics for SLO Professional Development workshops scheduled for spring semester and possible Professional Development ideas for the 2009/2010 academic year. Ideas contributed included: faculty sharing information from conferences they have attended on topics related to learning outcomes, using workshop time as an arena for faculty to discuss application of their first round of assessment data within their respective disciplines, a hands-on workshop regarding assessments and the use of data, and hands-on training on entering data into WEAVE. During the discussion, committee members recommended that a standard format be developed so that assessment data is submitted to the Research Department in an organized way. Once faculty are trained and designated to enter data for each division, training will need to be done for each designee.
- COMMITTEE MEMBERSHIP – Ms. Parker announced that Michael Jacobs, Dean of Language Arts has been appointed by Mrs. Lowry as her designee to the committee. There are currently two vacancies on the SLO Committee; one for a representative from Confidential Management and the other a second representative from the Classified Union. It was discussed and determined that the Confidential Management position be filled, since tracking of Operational Outcomes is a responsibility of this committee. It was discussed and recommended that a Classified Union representative from an academic area fill the vacant Classified Union vacancy. Ms. Parker will put out a call for these two positions.
- PROGRAM LEARNING OUTCOMES – Formal Definition of Programs: A brief discussion was held concerning working definitions of a “program”. Members of the committee agreed that a term such a “common goal” should be part of the definition. Dr. Phan reminded the committee that goals must link to the college mission and ILO’s. Melanie Parker suggested that she draft a possible definition and email it to SLO Committee members for consideration and discussion. This topic will be discussed in more detail at the November 10th SLO Committee meeting. Ms. Parker is hopeful to have a working definition ready for Academic Senate approval this semester. Format for Submission/Matrix: The need for a more systematic process for recording PLO’s and related curriculum mapping was expressed by Ms. Parker. She stated that she believed the standardized form Ted Younglove and Dr. Phan are working on, may serve this purpose. The Committee agreed to continue discussion of this issue after seeing the draft form November 10th. Strategies for Working with Faculty and Staff: Melanie Parker expressed concern that there are still faculty members confused by the SLO process and in need of our support and encouragement. Ms. Parker expressed her hope that SLO Committee members would be ready to offer support as needed and to model the benefits of the process.

8. SLO COMMITTEE ADMINISTRATIVE BUSINESS

- Ms. Parker stated that SLO postings on myAVC need updating and stated that an online group would soon be established for SLO Committee members to discuss and

comment on meeting minutes before they are approved and posted to the public website. SLO Committee agendas and minutes will be regularly posted on myAVC.

9. OTHER

- Remaining meeting dates for the semester are: November 10th, November 24th, and December 8th. November meetings will be held in A 141. The December 8th meeting will be held in BE 207.

- 10. ADJOURNMENT** – A motion was made and seconded to adjourn the SLO meeting at 5:06 p.m. Motion carried.

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