

Please read and review for substance and content only. Patricia suggested we look at the AP&P Handbook and follow their model for our format, which I think is a great idea. We will develop a handbook for this committee, to be approved come spring. It will include revised committee purpose, procedures, requirements; committee definition/mission; membership; and duties and responsibilities of the reps and the co-chair. We will use the AP&P Handbook as a model. We also will be developing outcomes for the committee, so that we can do ongoing assessment and improve our practices.

Proposed Changes to SLO Committee Membership and Responsibilities of Division Representatives

Membership changes (attached):

- One committee member per division plus reps from academic affairs, student services, operational, and classified areas, two deans, and research analyst.
- Committee co-chairs: SLO Faculty Co-chair and Dean of Institutional Effectiveness, Research, and Planning.

Responsibility changes:

- Support the work of the Assessment Facilitators (formerly called WEAVE Facilitators), including one on one training as needed, reminders of deadlines and due dates related to SLO and PLO data entry, revision, assessment, and discussion.
- Report back to divisions with SLO-related issues and report any division-specific questions/issues back to SLO Committee.
- Under the guidance of the Research Analyst, run reports as needed for the division and facilitate dissemination of SLO-related data for program review, accreditation reports, etc. related to the division.
- Facilitate SLO-related events at Welcome Back Day, both Fall and Spring.
- Facilitate at least two other SLO-related training events during the academic year.
- Attend SLO Committee meetings and participate in review of SLOs/PLOs/OOs and assessment-related processes and practices.

Proposed FPD Credit: Due to increased responsibilities to oversee and facilitate assessment processes within each division, we propose that representatives receive FPD credit commensurate to what AP&P representatives currently receive; 20 hours FPD credit for serving on this committee alone.

Rationale: The SLO Committee recognizes campus SLO processes evolve through developmental stages. Now that SLOs, OOs, and most PLOs are written and assessment cycles are underway, the focus of the committee must shift in order to support the institution's next developmental stages.

AVC's next developmental stages must fully reflect regular cycles of assessment, documentation of assessment data, related discussion and decision-making, and integration of assessment data into budget and planning processes. The proposed changes will facilitate campus-wide communication and support sustainable continuous quality improvement.

Responsibilities of Assessment Facilitators (formerly WEAVE Facilitators):

- Collect SLO/PLO data from course instructors.
- Aggregate and enter collected data.
- Support the divisional representative as lead facilitator of discussions related to data analysis and actions plans within the program area(s) they facilitate.
- Enter action plans and supporting documents as evidence of discussion and decision-making.
- Attend refresher training as needed to stay current on changes in data management systems.
- FPD hours to be awarded based upon the matrix approved by the SLO Committee. (New matrix is under development.)
- Enter expected hours of FPD credit for facilitation on annual FPD plan proposal and provide documentation of through a brief narrative of actual work completed at end of each academic year.