ANTELOPE
VALLEY
COLLEGE

Learning Outcomes Committee Minutes	Monday, November 13, 2023 Zoom 2:30 – 4:00 PM

Type of Meeting: Regular
Note Taker: Gary Heaton-Smith

Committee Members (15+2):
Gary Heaton-Smith, Faculty Co-Chair
Meeta Goel, Administrative Co-Chair
Svetlana Deplazes, Data Steward
VACANT, AA Rep
Tiesha Klundt, Faculty Area Rep (Counseling and Matriculation)
VACANT, Faculty Division Rep (CTE)
Samuel Padilla, Faculty Division Rep (CTE)
Bobbie Sorcelli, Faculty Division Rep (HSS)
Candace Martin, Faculty Division Rep (HSS)
Tooraj Gordi, Faculty Division Rep (MSE)
Kaitlin Bessinger, Faculty Division Rep (MSE)
Angela Koritsoglou, Faculty Division Rep (LCA)
VACANT, Faculty Division Rep (LCA)
Fredy Aviles, Faculty Division Rep (SBS)
Stacey Adams, Faculty Division Rep (SBS)
Paul Taglianetti, Faculty Division Rep (A&H)
Kevin North, Faculty Division Rep (A&H)
Ellie Smith, Faculty Area Rep (Library)
VACANT, Faculty Division Rep (K&A)
VACANT, Adjunct Rep
Ren Wilson, Student Rep

Present: Gary, Angela, Candace, Ellie, Kaitlin, Tooraj, Bobbie, Kevin, Stacey, Tiesha, Fredy

	Items	Person	Action
I.	Approval of the Agenda	Gary	**Issues Discussed:** **Action Taken**: Moved and approved **Follow Up Items:**
II.	Approval of the Minutes	Gary	**Issues Discussed:** **Action Taken**: Moved and approved, Kaitlin abstained **Follow Up Items:**
III.	Open Comments from the Chair	Gary/Meeta	**Issues Discussed:** **Action Taken**: **Follow Up Items:**
IV.	Open Comments from the Public	All	**Issues Discussed:** **Action Taken**: **Follow Up Items:**

V.	Discussion Items		**Issues Discussed:**
			• Operational Outcome deadline: January 26, 2024?
			   ◦ Student Services: Idania Reyes
			     ▪ Student Life: Jill Zimmerma
			     ▪ Veteran's Resource Center: Ashley Chavez
			     ▪ Financial Aid: Nichelle Williams
			     ▪ Student Equity: Vanessa Escobar
			     ▪ Dreamers, Outreach: Kenya Johnson

| | | | STAR: Irene Perez OSD: Rashitta Brown-Elize EOPS: Kendra Ruff Enrollment Services: LaDonna Trimble Counseling: Rashitta Brown-Elize Executive Counsil, Student Services: Idania Reyes CalWorks: Ramon Castillejo First & Second Year Experience: Savannah Noor Job Placement: Ray Betancourt Administrative Services: Shami Brar Facilities: Ron Benedetti Executive Council, General Counsel: Bridget Cook Executive Council, IERP: Meeta Goel Executive Council, Foundation: Dianne Knippel Executive Council, Office of the President: Jennifer Zellet Executive Council, HR: Harmony Miller Executive Council, Internal Audit: Wendy Dumas |

- Course Alignment Peer Review
- Data load timing
- Survey
  - What is an action plan reflection?
  - What is an course improvement plan?
  - How are different components used?
  - Do you feel comfortable with the reporting process?
  - Do you know how to assess SLOs?
  - Do you know how to find assessment-related tutorials?
- How can we better support our faculty and chairs in the assessment process?
  - Adopt assessment creation/planning process
  - Increase response rates with open office hours, reporting tactics, and efficient uses of technology
  - Define assessment techniques
    - Define assessment "rules"
      - e.g. Grades do not equal assessment, but a graded assignment(s) can be used in assessment.
    - Uniformity techniques
      - Identical COR
      - Parallel COR
      - Contrasting COR
    - Recommended method of evaluation based on action verb

		o How to inform faculty? **Action Taken**: **Follow Up Items:** • OOs with appropriate deadline • Discuss migration to Outcomes Committee creating/planning assessments in eLumen • Data load timing: does N/As not count towards total at all? • Create survey for faculty • Do office hours during assessment time • Discuss reporting tactics with stakeholders • Define assessment techniques: rules, uniformity, recommended methods of evaluation
VI. **2023-2024 MEETING DATE:** ~~8/14, 9/11, 10/9 (campus closed), 11/13,~~ 1/9, 2/12, 3/12, 4/9	Gary	**Issues Discussed:** • 1/8, 2,12, 3/12, 4/9 in person **Action Taken**: **Follow Up Items:**

2023-2024 Goals

- o Maintain updated training materials—including SLO-PLO-ILO alignment—and create training/assistance programs to assist faculty and staff.
- o Satisfy QFE #1 (Outcomes Project) through the implementation of an ILO-centric, campus-wide assessment system.
- o Create an Operational Outcomes repository system in eLumen.
- o Define and articulate Outcomes-related processes on campus and provide support as needed.

Department:

Date:

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
		Measure: **Target:** **Cycle Term:** **Data Source:**

Department: Admissions and Records

Date: August, 2023

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
1, 2	Admissions and records will provide quality customer service to all students.	**Measure:** Amount of dissatisfied customers **Target:** Receive no more than 1 complaint per month **Cycle Term:** Academic year 2023-2024 **Data Source:** Spreadsheet created by Admissions and Records staff and stored on the PDrive
1, 2	Admissions and Records staff will process all transcript requests within five days of receipt.	**Measure:** Report from national Clearing House **Target:** 100% of all transcript requests received will be processed within 5 business days. **Cycle Term:** Academic Year 2023-2024 **Data Source:** Spreadsheet created by Admissions and Records staff stored in the PDrive and the report from National Student Clearing House.