



**ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOMES MEETING**

August 31, 2009

3:00 p.m. – 4:30 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. Unavailable
5. **PRESENTATION**
 - a. Faculty Update on the SLO Process (Melanie Parker)
6. **REPORTS**
 - a. Status of SLO Reporting Compliance (Ted Younglove, Institutional Research)
 - b. SLO-Related Welcome Back Presentations (Melanie Parker)
7. **ACTION ITEMS –**
 - a. Approval of SLOs: AERO 180; ANTH 130, ANTH 140; BIOL 165; Corporate and Community Services – all courses; MATH 130; MUSC 124; MUSC 173; MUSC 273; MUSC 274; PHYS 101; PHYS 102; PHYS 211; PSCI 101; SPAN 120 A and B
 - b. Approval of revised SLOs for MATH 150
8. **DISCUSSION**
 - a. SLO-Related Professional Development Sessions for Fall 2009 (Melanie Parker)
 - b. SLO-Related Goals for 2009-2010 Academic Year (Melanie Parker)
9. **ADMINISTRATIVE BUSINESS**
 - a. Meeting dates for Fall Semester: August 31, September 14 and 28, October 12 and 26, November 9 and 23, December 7. All will meet in A141 except November 9 which will be in BE207.
10. **OTHER**
 - a. WASC Workshop: Retreat on Student Learning and Assessment, Level II
11. **ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



ANTELOPE VALLEY COLLEGE
STUDENT LEARNING OUTCOME COMMITTEE MEETING
August 31, 2009
Room A141, 3:00 – 4:30 PM

Members Present	Members Absent	Guests in Attendance
Melanie Parker	Maggie Drake	
Dr. Bassam Salameh	Michelle Hernandez	
Dr. Irit Gat		
Rick Motawakel		
Dr. Fredy Aviles		
Kim Covell		
Dr. Bob Harris		
Ted Younglove		
Dr. Rosa Hall		
Yvette Cruzalegui		

1. CALL TO ORDER AND ROLL CALL

Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:09 p.m.

2. OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR (MELANIE PARKER)

Ms. Parker welcomed the new members to the committee and asked each member to introduce themselves. New members are Dr. Bassam Salameh and Ms. Maggie Drake.

3. OPEN COMMENTS FROM THE PUBLIC – None

4. APPROVAL OF MINUTES – the minutes of 5/11/09 were unavailable.

5. PRESENTATION

a. Faculty Update on the SLO Process (Melanie Parker) – Ms. Parker stated that she is frustrated because we seem to be telling everyone what they have to do but not making it any easier for them to do it. We must find ways to streamline the assessment reporting process and communicate the process in easily understandable ways. Faculty must see the benefit to the process, and not simply the work involved. In many ways, we are in transition as we get WEAVE up and running. We are asking faculty to assess their SLOs, but not providing enough information on documenting and analyzing assessment data and making plans from that data.

Ted Younglove drafted a three-fold document for the purpose of providing information on all facets of the learning outcomes process. WEAVE should help fit steps of the

process together. Ted will email draft copies of this document to the SLO Committee members for their critique, comment and suggestion.

One challenge will be effective communication of SLO-related information to faculty and staff. Since this is a faculty-driven process, it is most important people see the value and benefits of the process and buy in to the roles they need to play.

Ms. Parker discussed plans for faculty to volunteer as data managers within each subject area. These volunteers would be responsible for entering SLO data into WEAVE and be eligible for hour-per-hour flex credit in Standard 1 for WEAVE training with up to 20 hours possible in Standard 3 for data management. Standard 3 hours will be calculated according to a matrix that considers both the number of courses and number of course sections being offered in the subject area. This plan has been approved by the Professional Development Committee.

Committee members agreed that we need standardized assessment guidelines and criteria and that deans and department chairs will need to provide leadership in the process. Tech Ed's spreadsheet for reporting SLO results is a good example for others to follow.

REPORTS

a. Status of SLO Reporting Compliance (Ted Younglove, Institutional Research) – Ted handed out reported SLO assessment results dated August 31, 2009. According to the results, in the fall of 2008, we had SLO assessment results for 20.4% of courses. In the spring, the number increased to 22.8%. Data for Counseling, Student Services, Library and the Learning Center is not yet included.

Ted also provided a sample WEAVE assessment report from Physical Sciences. The report lists SLOs, measures, achievement targets, findings, and action plans. Once staff and faculty are able to see sample WEAVE reports, they will better understand the benefits. Once initial data is entered into WEAVE, and a shell is created, revisions can easily be made from year to year. Ted also mentioned Institutional Research is planning to put instructional videos on the website and if anyone wishes to have one-on-one WEAVE training with Aaron Voelcker, they will receive Standard 1 credit for this training.

b. SLO-related Welcome Back Presentations (Melanie Parker) –no discussion.

- 6. ACTION ITEMS –** a motion was made and seconded to acknowledge the following SLOs: AERO 180, ANTH 130, ANTH 140, BIOL 165, Corporate and Community Services – all courses, MATH 130, MUSC 124, MUSC 173, MUSC 273, MUSC 274, PHYS 101, PHYS 102, PHYS 211, PSCI 101, SPAN 120 A and B, and MATH 150. With no further discussion, the SLOs were approved. Dr. Harris asked what should happen when there are revisions to SLOs. Ms. Parker stated that for now paper copies should come through the committee, but once WEAVE is fully operational, electronic revision should be all that is necessary. Dr. Hall mentioned that Student Services is in the PLO mode and some are already finished.

7. DISCUSSION

a. SLO-Related Professional Development Sessions for Fall 2009 (Melanie Parker)- Fall and spring workshops will include information on writing PLOs and basic information on outcomes, assessment, analysis, and documentation. The workshop being presented by Dr. Aviles and Dr. Gat on September 16th will focus on an assessment simulation. This should be an excellent opportunity for faculty to better understand the process.

b. SLO-Related Goals for the 2009-2010 Academic Year (Melanie Parker)- Ms.

Parker stated the following goals for 2009-2010:

- Completion of SLOs for all courses; we are presently at 93-94% complete.
- Write PLOs for all certificate and degree programs; we are presently just over 30% complete.
- Finish OOs in all applicable areas.
- The assessment process has been started but we need to determine “what do the results mean?” and “how do we use the information?”.
- Training needs to happen in “Closing the Loop”.
- Documentation of analysis and discussion for accreditation: all discussions, between two or more people or in department/division meetings needs to be documented for accreditation purposes. Meeting minutes should be kept as documentation.
- Dr. Hall mentioned that the accreditation team will be looking very closely at SLOs, assessment of SLOs, how we have used the assessment information to improve instruction and services, and the assessment of PLOs. We need to get information and guidelines on these processes to faculty.
- A question was brought up about the SLO website and what information it contains. All admit the website needs improvement and a suggestion was made to have Stephen Burns help with that. A suggestion was also made to post a comment section that could be utilized as part of the documentation process. Kim Covell volunteered to work with Ms. Parker and Mr. Burns on an updated website.

8. SLO Committee Administrative Business

- The remaining meeting dates for fall 2009 are listed as follows: September 28, October 12 and 26, November 9 and 23, and December 7. All meetings will take place in A141 with the exception of November 9. That meeting will take place in BE207.

9. OTHER –

- **WASC Workshop – Retreat on Student Learning and Assessment, Level II (October 22-24, 2009) –** Ms. Parker is unsure about the campus’s readiness for participation in the Level II retreat. A number of people attended Level I and gained quite a bit of knowledge, but Level II is designed for us to present our best practices. She asked the members to look over the information and evaluate the value of attending.
- Dr. Hall made the suggestion to ask a number of faculty to put their SLOs up on the website and be open for any questions that others would have. If we can

provide at least 20 examples, they would be most helpful. Bakersfield College also has several examples we can use, given proper credit..

11. ADJOURNMENT – the meeting was adjourned at 4:24 p.m.

pag