



Outcomes Committee Agenda

Monday, February 22, 2016
BE 323
3:00 – 4:30pm

Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: Review the past minutes for accuracy.

Committee Members:

- Stacey Adams, Faculty Division Rep
- Kim Covell, Classified Union
- Svetlana Deplazes, Research Analyst
- Jessica Eaton, Faculty Division Rep
- Meeta Goel, Cochair
- Glenn Haller, Cochair
- Anne Hemsley, Faculty Division Rep
- Cindy Hendrix, Faculty Division Rep
- Melissa Jauregui, Confidential Management
- Rachel Jennings, Faculty Division Rep
- Scott Lee, Faculty Division Rep/Librarian
- Tim Lynskey, Faculty Division Rep
- Karen Lubick, Faculty Division Rep
- Candace Martin, Faculty Division Rep
- Tom O’Neil, Academic Dean
- Melanie Parker, Faculty Division Rep
- Brenda Solis, Student Rep
- Wendy Stout, Faculty Division Rep
- LaDonna Trimble , Student Services Dean

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Glenn / Meeta</i>	
II. Approval of Previous Minutes -11/23/2015	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Consent Item – Revised SLOs -GER 201, GER 202 -SPAN 101, SPAN 102	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
IV. Action Item – Revised PLOs -Business Computer Info Sci, Certificate	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p>



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		<u>Follow Up Items:</u>
V. Action Item – Revised SLOs -CFE 122, CIS 175 -ENGR 220, ENGR 220PS	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
VI. Discussion Item – -Review of the Break	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
VII. Discussion Item – -Restructuring of Outcomes Committee	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
VIII. Discussion Item – -WEAVE Replacement Subcommittee	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
IX. Discussion Item – -Handbook, Procedures, Assessment and Data Collection	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
X. Discussion Item – -CurricUNET Outcomes only Approval	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
NEXT MEETING DATE: 3/14/2016		



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Outcomes Committee Minutes

Monday, November 23, 2015
 BE 324
 3:00 – 4:30pm

Type of Meeting: *Regular*

Note Taker: *Melissa Jauregui, Academic Affairs Specialist*

Please Review/Bring: Review the past minutes for accuracy.

Committee Members Present:

Stacey Adams, Faculty Division Rep
 Svetlana Deplazes, Research Analyst, proxy
 Jessica Eaton, Faculty Division Rep
 Irit Gat, Faculty Division Rep
 Meeta Goel, Cochair
 Glenn Haller, Cochair
 Anne Hemsley, Faculty Division Rep
 Cindy Hendrix, Faculty Division Rep
 Kyle Jacobsen, proxy
 Jamie Jones, proxy
 Rachel Jennings, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian
 Tim Lynskey, Faculty Division Rep
 Karen Lubick, Faculty Division Rep
 Candace Martin, Faculty Division Rep
 Tom O’Neil, Academic Dean
 Melanie Parker, Faculty Division Rep
 Wendy Stout, Faculty Division Rep

Committee Members Absent:

Kim Covell, Classified Union
 Meeta Goel, Cochair
 Melissa Jauregui, Confidential Management
 Rachel Jennings, Faculty Division Rep
 Brenda Solis, Student Rep
 LaDonna Trimble , Student Services Dean

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Glenn / Meeta</i>	The Outcomes Committee meeting was called to order at 3:02pm. Dr. Glenn Haller announced that faculty training went well.
II. Approval of Previous Minutes -11/9/2015	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented. After a brief moment members present approved the minutes for 11/9/2015 with 2 abstentions.</p> <p><u>Follow Up Items:</u> None.</p>
III. Action Item – New SLOs -HIST 117	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u></p>



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		<p>A motion was made and seconded to approve the learning outcomes for the new course HIST 117. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
IV. Action Item – Revised SLOs -CIS 161, CIS 173 -ENGR 130L, ENGR 215 -RE 111, RE 141	<i>All</i>	<p><u>Issues Discussed:</u> Dr. Haller requested committee members to take time prior to the meeting to review the outcomes noted in curricunet and provide comments via the action button. Those comments will be reviewed during the meeting but this new process should speed up our meetings and allow us to spend time on other topics that are also very valuable.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the learning outcomes for CIS 161, CIS 173, ENGR 130L, ENGR 215, RE 111, and RE 141. Each course was reviewed individually. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
V. Report Item – -Handbook, Procedures, Assessment and Data Collection -PLO Assessment and ILO Mapping -Weave Training -Possible Weave Replacement	<i>All</i>	<p><u>Issues Discussed:</u> Handbook – Dr. Haller indicated that his goal is the have the handbook ready for the second meeting in the spring for review and approval by this committee.</p> <p>PLO/ILO Mapping – No comment.</p> <p>Possible Weave Replacement – Dr. Scott Lee requested to chair the subcommittee and would like to involve Rick Shaw. Absolute earliest date would be January 17th to replace Weave.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Additional reports will be given at future meetings by each of these subcommittees.</p>
VI. Discussion Item – WEAVE Facilitator Training Recap	<i>Glenn</i>	<p><u>Issues Discussed:</u> Dr. Glenn Haller felt there was good feedback and requested members of the committee submit their trainer forms. He also stated that anyone who missed the training are being directed to their division representatives. A video presentation is being worked on by Dr. Beyer. Dr. Haller will also be posting the</p>



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		<p>information to the Outcomes site now that he has access. A question was asked regarding the consequences for not entering the information especially for adjuncts. Unfortunately at this time there are no real consequences but information should be gathered and reports given to dean for their review process. It is important to note that CurricUNET proceeds Weave. Revisions are first made in CurricUNET, reviewed and approved. Only after approval can Weave be updated to reflect those approved changes.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
VII. Discussion Item – ILOs	<i>Meeta</i>	<p><u>Issues Discussed:</u> Subcommittee will identify the most appropriate way of implementing the new ILOs. This committee will review the following questions and provide feedback to the Outcomes Committee for consideration:</p> <ol style="list-style-type: none">1. How to replace old ILOs in Weave?2. How do the ILOs get rolled out?3. How does CurricUNET get updated?4. How will they connect to new data entries? <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Additional reports will be given at future meetings regarding this topic.</p>
VIII. Discussion Item – PLOs Procedures	<i>Svetlana</i>	<p><u>Issues Discussed:</u> A document was circulated for the committee to review and discuss. After a review of each page of the packet, Dr. Haller requested the committee to consider current practices and identify whether or not we are already putting this method into practice.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Much discussion occurred but ultimately it was requested that this item and packet return to the meeting in February for further discussion.</p>



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IX. Discussion Item – Publicizing Due Dates for Data and Action Plan Input	<i>Glenn</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> A motion was made and second to table item IX. Motion carried. <u>Follow Up Items:</u>
NEXT MEETING DATE: 2/22/2015		The meeting concluded at 4:28pm.

Outcomes Committee

Administrative co-Chair and Faculty co-Chair

Outcomes Committee meets twice a year as a group to share, discuss, and collaborate on organizational and learning outcomes assessment, analysis, and adjustments.

Organizational Outcomes Sub-Committee (OOSC)

Reports to Strategic Planning Committee

Mission

Provide consultation support and time-line development in the design of assessment, analysis of results, and development of action plans for non-instructional organizations.

Learning Outcomes Sub-Committee (LOSC)

Reports to Academic Senate

Mission

Provide consultation support and time-line development in the design of assessment, analysis of results, and development of action plans for instructional divisions.

OOSC Membership

- Academic Affairs
- Student Services
- Human Resources
- Public & Governmental Relations
- Institutional Effectiveness, Research and Planning
- Information Technology Services
- Facilities
- Institutional Advancement & Foundation
- Business Services

* OOC Members will not be members of the Executive Council

** Chair to be determined.

LOSC Membership

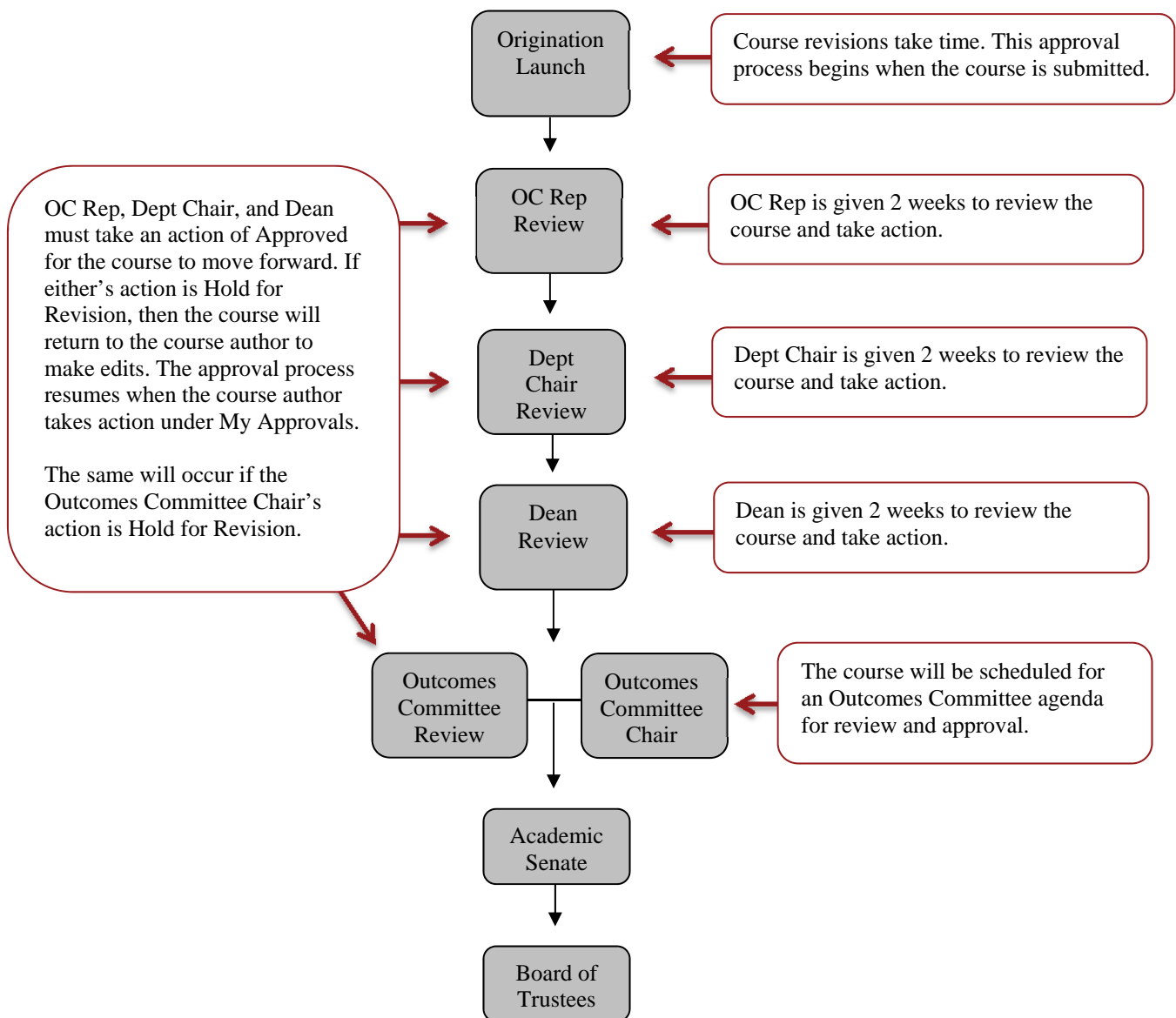
- Senate Faculty Chair
- Division Representatives

DRAFT

Process for Revising Learning Outcomes

If a discipline determines the need to change, add, or delete SLOs or PLOs outside of the normal Course Outline of Record (COR) review cycle, the following procedures must be followed:

- 1) The discipline must submit the changes to their Outcomes Representative by initiating a revision in CurricUNET.
- 2) If approved, the Outcomes Representative will take an action of Approval in CurricUNET and the revision will then move to the Department Chair, then Dean, and finally the Outcomes Committee faculty co-chair for consideration by the Outcomes Committee.
- 3) The Outcomes Committee shall then determine whether to adopt the changes.
- 4) If the Outcomes Committee approves the changes, the faculty co-chair will direct the changes be updates on Weave.



Process for Revising Measures/Achievement Targets Only

If a discipline determines the need to change measures and achievement targets of SLOs and PLOs outside of the normal Course Outline of Record (COR) review cycle, the following procedures must be followed:

- 1) There shall be no changes allowed between the 2nd Friday after the end of the spring semester and Sept 30.
- 2) The discipline must submit the changes to their Outcomes Representative by initiating a revision in CurricUNET.
- 3) If approved, the Outcomes Representative will take an action of Approval in CurricUNET and the revision will then move to the Department Chair, then Dean, and finally the Outcomes Committee faculty co-chair for consideration by the Outcomes Committee.
- 4) The Outcomes Committee shall then determine whether to adopt the changes.
- 5) If the Outcomes Committee approves the changes, the faculty co-chair will direct the changes be updates on Weave.

