

# Antelope Valley College

## Spring 2013 Action Plan Profile

As of: 6/17/2013 07:45 PM EST

(Includes those Action Plans with Budget Amounts marked *One-Time, Recurring, No Request.*)

### Communication Studies 101

Fall 2012 Cycle sorted by status and priority

#### Planned

##### Create Rubric and re-write SLO

1. Survey faculty as to standards for written outlines 2. Based on the survey results, create a rubric. 3. Re-write and refine the SLO to better reflect what we are looking for.

##### Relationships (Measure | Outcomes):

**Measure:** Outline and Research | **Outcomes:** SLO #1 - Outline and research

**Implementation Description:** Comm faculty will create survey, we will send it out via Survey Monkey (with Aeron Z's help. We will meet to discuss results, write the rubric, and re-write the SLO

**Projected Completion Date:** 5/1/2013

**Responsible Person/Group:** Comm Faculty

**Priority:** High

Fall 2012 >> Planned >> High

##### Norming Session

Norming session with full and part time faculty to create cohesion of standards and share best practices.

##### Relationships (Measure | Outcomes):

**Measure:** Delivery of speech | **Outcomes:** SLO #2 - Delivery

**Implementation Description:** either flex credit or stipend

**Projected Completion Date:** 11/29/2013

**Responsible Person/Group:** Tom Graves

**Budget Amount Requested:** \$0.00 (no request)

**Priority:** High

Fall 2012 >> Planned >> High

Spring 2012 Cycle sorted by status and priority

#### Planned

##### Delete SLO

We decided to delete this SLO because there is no longer a required relevant assignment in the COR.

##### Relationships (Measure | Outcomes):

**Measure:** Analyze oral messages of others | **Outcomes:** SLO #3 - Analyze oral messages of others

**Implementation Description:** to SLO committee

**Projected Completion Date:** 9/30/2012

**Responsible Person/Group:** Harish Rao

**Priority:** High

Spring 2012 >> Planned >> High

##### Norming session, smaller class size

1. The norming session we held last year was very productive and we want to continue to do it each semester, like the portfolio retreats that English holds. 2. Smaller class sizes (24 instead of 30) would promote better instruction, more one on one time with students, more in class time for exercises before graded speeches, and fewer loss of instruction and practice days.

##### Relationships (Measure | Outcomes):

**Measure:** Delivery of speech | **Outcomes:** SLO #2 - Delivery

**Implementation Description:** A request for the \$1200 needs to be made to the Dean.

**Projected Completion Date:** 10/25/2012

**Responsible Person/Group:** Tom Graves

**Budget Amount Requested:** \$1,200.00 (recurring)

**Priority:** High

Spring 2012 >> Planned >> High

##### Rubric, Writing Center Samples, Re-write SLO

1. We will develop a rubric for assessing this SLO 2. Each instructor will provide the Writing Center with their assignments and evaluation sheets 3. We re-wrote the SLO to read: Research and utilize credible sources to create an organized speech outline.

##### Relationships (Measure | Outcomes):

**Measure:** Outline and Research | **Outcomes:** SLO #1 - Outline and research

**Projected Completion Date:** 11/22/2012

**Responsible Person/Group:** Dept. for rubric Tina McDermott for Writing Center

**Additional Resources:** None

**Priority:** High

Spring 2012 >> Planned >> High

Fall 2011 Cycle sorted by status and priority

## Planned

---

### Additional instruction time devoted to criticism

An email encouraging instructors to spend more in class time allowing students to practice the skill of criticism.

**Relationships (Measure | Outcomes):**

**Measure:** Analyze oral messages of others | **Outcomes:** SLO #3 - Analyze oral messages of others

**Implementation Description:** An e-mail will be sent regarding this issue.

**Projected Completion Date:** 3/30/2012

**Responsible Person/Group:** Communication Studies Dept.

**Priority:** Medium

Fall 2011 >> Planned >> Medium

### Surveys and norming session.

Ken Lee will contact Aeron Zentner in Institutional research to create a Survey Monkey to survey Faculty as to what specific areas on the rubric they feel students need to improve upon. In addition, we will conduct another norming session.

**Relationships (Measure | Outcomes):**

**Measure:** Delivery of speech | **Outcomes:** SLO #2 - Delivery

**Implementation Description:** Survey Monkey

**Projected Completion Date:** 12/31/2012

**Responsible Person/Group:** Communication Studies Dept.

**Additional Resources:** \$100 per person for the norming session

**Budget Amount Requested:** \$1,200.00 (recurring)

**Priority:** Medium

Fall 2011 >> Planned >> Medium

## 2010-2011 Cycle sorted by status and priority

### Planned

---

#### Action Plan

Discussion: Department continues to address the issue of varying standards among faculty for delivery. The Delivery Rubric is regularly sent via email at the beginning of the semester to remind everyone what the standards are. This has helped to clarify certain issues, such as, the fact that speech delivery behind a lectern is not a passing standard. We want students to speak fluidly with movement and expressive nonverbal communication. This has worked well to communicate this important issue to faculty. In addition, holding a "norming session" has been frequently discussed. However, without part time faculty participation, it would not be very productive. It has proved impossible to get all part time faculty to any meeting at the same time whatsoever. As alternatives, we have discussed posting student speeches online and holding a virtual norming session. We have also asked faculty to send their suggestions for "best practices" for teaching extemporaneous speaking so as to share ideas to achieve a higher result. These ideas are currently in progress.

**Relationships (Measure | Outcomes):**

**Measure:** Delivery of speech | **Outcomes:** SLO #2 - Delivery

**Implementation Description:** Will address in the next Comm Studies meeting

**Responsible Person/Group:** Full time faculty

**Additional Resources:** We would like to hold a special SLO meeting for norming speeches, like our English colleagues do. They receive a stipend, which encourages part time faculty participation. As we only have 4 full time faculty members, it is imperative that adjuncts participate in this process.

**Budget Amount Requested:** \$600.00 (recurring)

**Priority:** High

2010-2011 >> Planned >> High

## 2009-2010 Cycle sorted by status and priority

### Planned

---

#### Revise the Rubric

Revised rubric to add requirement that students do not speak behind the lectern (aka podium).

**Relationships (Measure | Outcomes):**

**Measure:** Delivery of speech | **Outcomes:** SLO #2 - Delivery

**Implementation Description:** Re-distributed rubric via email to all faculty.

**Projected Completion Date:** 12/2/2009

**Responsible Person/Group:** Tina McDermott and full time faculty members.

**Additional Resources:** None

**Budget Amount Requested:** \$0.00 (no request)

**Priority:** High

**Connected Document:**

[Delivery Rubric](#)

2009-2010 >> Planned >> High

### Finished

---

#### Revised SLO

We revised the language of the SLO to include that students must deliver speeches without the barrier of a lectern, podium, or table, and have sent numerous emails and engaged in discussions at meetings to this effect. We plan to hold a "norming session" with full and part time faculty to arrive at consensus as to what constitutes excellent speech delivery. Much of our problems have been with nonverbal aspects and encouraging instructors to teach more engaging nonverbal delivery skills. This is a process that involves some people changing the way they teach, to some degree.

**Responsible Person/Group:** Full time faculty

**Additional Resources:** Working video equipment in The Learning Center would be useful. A vid-oral system in the

classroom has been discussed.

**Priority:** High

2009-2010 >> **Finished** >> High

**2008-2009 Cycle** sorted by status and priority

**Planned**

---

**Rubric for Delivery**

Each faculty member is given the rubric to guide them in evaluating delivery. Rubrics can be shared with students as well.

**Implementation Description:** Fall 2009

**Projected Completion Date:** 7/31/2009

**Responsible Person/Group:** Tina McDermott

**Priority:** High

**Connected Document:**

[Delivery Rubric](#)

2008-2009 >> **Planned** >> High