



**ANTELOPE VALLEY COLLEGE**  
**STUDENT LEARNING OUTCOMES MEETING**  
**September 28, 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. May 11, 2009
  - b. August 31, 2009
5. **PRESENTATION**
  - a. Demonstration of the assessment report functions/capabilities of WEAVEonline (Aaron Voelcker)
6. **REPORTS**
  - a. SLO Professional Development Presentations (Melanie Parker)
  - b. Assessment Updates from Office of Institutional Research (Ted Younglove)
7. **ACTION ITEMS –**
  - a. Approval of SLO: CA 141
  - b. Approval of PLO for EOP&S 060
  - c. Approval of revision to EOP&S/CARE PLO
8. **DISCUSSION**
  - a. Comments and/or suggestions on Ted's three-fold draft (Melanie Parker)
  - b. What should the SLO website include? (Melanie Parker)
9. **ADMINISTRATIVE BUSINESS**
  - a. Schedule SLO Committee member presentations
10. **OTHER**
11. **ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE**  
**STUDENT LEARNING OUTCOME COMMITTEE MEETING**  
**September 28, 2009**  
**Room A141, 3:00 – 4:30 PM**

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests in Attendance</b>
Melanie Parker	Dr. Bassam Salameh	Aaron Voelcker
Maggie Drake	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 3:05 p.m.

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

Ms. Parker reminded the committee members that at each meeting we must stay on track and remain focused. She requests that only one person speak at a time to avoid confusion

**3. OPEN COMMENTS FROM THE PUBLIC** – None

**4. APPROVAL OF MINUTES** – a motion was made to approve the minutes of 5/11/09. With no further discussion, the vote was called for and all members voted in the affirmative. Motion carried. A motion was made to approve the minutes of 8/31/09. With no further discussion, a vote was called for and all members voted in the affirmative. Motion carried. (Dr. Hall made mentioned that SLOs should be posted and that Student Services has SLOs posted on their group site. The committee was reminded that academic SLOs are posted on MyAVC.)

**5. PRESENTATION**

**a. Demonstration of the assessment report functions/capabilities of WEAVEonline (Aaron Voelcker)** – Mr. Voelcker gave a presentation to the committee members on the process of logging into the WEAVE site and accessing various reports. Everyone will eventually have access to the site. Research and Planning plans to post a link to WEAVE on their web page. Once you enter WEAVE, you must choose the cycle you wish to

search and then request the report (such as assessment) you would like produced. Aaron gave several demonstrations using the courses of Dr. Ed Beyer and also the physics course of Christos Valiotis. He showed how the SLOs were incorporated into reports, whether success targets had been met, and what plans would be implemented to increase success. Aaron reported that Institutional Research will conduct WEAVE training with Kim Covell this Thursday, and that the entry of student service data will soon begin. At this time we do not have action plans written to include in budget and planning processes. Division reps will be able to edit their action plans but they cannot delete them. They can also retrieve reports from any other division. A request was made that the link be sent to the committee members. A question came up about where the WEAVE data is housed; Ted commented it is somewhere in the state of Virginia. Institutional Research plans to put instructional videos online but the scripts are not yet done.

Dr. Hall made note that we have gone from a six year cycle of accreditation to a four year cycle. This means we are working with an accelerated process so this committee needs to come up with plans that fit the new process. It was recommended that Ms. Parker speak at the dean's meeting to get the deans filled in and seek their full involvement.

The question of the SLOs needing to be done by adjuncts came up. Even though they may not be contractually obligated to do this, SLOs must still be measured and reported. It was suggested that the deans take responsibility for including the adjuncts into the process. The committee is asking for academic faculty volunteers to enter data for their departments/areas. Student Services is a unique area and there may be several who are involved in this process. Ms. Drake was concerned that the people in her division are still involved in writing SLOs, doing assessment and program review and feel that they should complete this process first before asking someone to take on another responsibility. Ms. Parker pointed out that professional development credit was available for faculty willing to take on this responsibility. If anyone should need help or answers to questions regarding WEAVE or would like to arrange individualized training, they can contact Aaron Voelcker at ext. 6826.

## 6. REPORTS

**SLO Professional Development Presentations (Melanie Parker)** – Melanie reported that three flex events had been presented so far this semester. Dr. Gat and Dr. Aviles had just conducted one and five people were present. They received good feedback and are willing to present the same workshop again in Spring. Committee members would like to expand flex events to include more information on WEAVE data; Aaron will help with that. The next WEAVE training is October 9 from 10:00 AM to 12:00 PM. It was recommended that we incorporate WEAVE information into division meetings and that we create/provide samples of SLOs, PLOs, and OOs as models and points of reference.

**b. Assessment Updates from Office of Institutional Research (Ted Younglove)** – Ted reported that we had increased course reporting by 2% but this still brought us up to only 22-24%. That is not enough and we need to get the word out to increase this. Dr. Aviles suggested that we make this topic one of the general sessions during Faculty Welcome Back Day so we could reach a much larger audience. Melanie asked that Mr. Aviles submit an evaluation of Welcome Back Day with this suggestion to the Professional Development Committee.

7. **ACTION ITEMS** – a motion was made and seconded to approve the following SLO: CA 141. With no further discussion, the SLO was approved. A motion was made and seconded to approve the PLO for EOP&S 060 and the revision to EOP&S/CARE PLOs. With no further discussion, the PLOs were approved. Ms. Drake made note that they are using the PLO format adopted from Bakersfield College and suggested that all divisions and areas incorporate it.

## 8. DISCUSSION

a. **Comments and/or suggestions on Ted's three-fold draft (Melanie Parker)** – Ted reported this brochure was intended for faculty to give them answers to their questions on the who, what, when, and where of the SLO process. Ms. Drake suggested there be a series of brochures, including one specifically for students. Dr. Hall mentioned that WEAVE should be incorporated into the brochure and that if it is set up right, it could be used as a training tool. Using pictures (screen shots) rather than simply words might be a better choice. Dr. Hall made a final comment that the print (display) should be changed to Times Roman for better visibility. It was suggested that Ted work with Vickie Mathias in graphics and Steve Standerfer to create a final copy.

b. **What should the SLO website include? (Melanie Parker)**- Ms. Parker requested suggestions from the committee as to what should be included in the website. The following suggestions were discussed:

- Sample SLO, ILO, PLO and OO
- Glossary of definitions
- Link to WEAVE
- Ted's three-fold brochure
- Link to Janet Fulkes information at Bakersfield CC
- Tutorials on WEAVE
- Feature stories/success stories
- Show the SPBC process and how SLOs relate; show how Ed Master Plan, PLOs, Program Review, SLOs, OOs and the planning process interact
- Link to State Academic Senate info on SLOs
- Links to other documents and tutorials, including sample assessment tools
- FAQs
- Flow chart of the approval process
- A section titled "Why should I care", that gives reasons for the SLO process, including SLO documentation for funding and accreditation.

## 9. SLO Committee Administrative Business

- The remaining meeting dates for fall 2009 are listed as follows: 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.
- Melanie would like volunteers from the committee who would be willing to go to other divisions to give a 5-10 minute talk and be available to answer questions. They would be there to represent the committee to present updated information and to ask "How may we help you"? Dr. Gat volunteered to address the Business/Computer Studies meeting. Melanie will address Health Sciences and Dr. Salameh has indicated he can cover Math, Science, and Engineering. Ms. Parker

requested that Dr. Aviles cover Social and Behavioral Sciences and indicated Ms. Drake plans to cover her Tech Ed division with the assistance of Rick Motawakel. Melanie has division meeting dates and times and has contacted division offices to request inclusion on agendas. Ms Parker asked that committee members bring questions back to the committee from each division. Dr. Hall volunteered to attend a VAPA meeting and Ted Younglove indicated he was willing to attend PE/Athletics. Committee members suggested Ms. Parker contact Dorothy Williams to address the Instructional Resources division and Jennifer Gross to address Language Arts. We need to involve all faculty in the SLO process and to look for ways we can encourage and support adjunct involvement.

**10. OTHER** – None

**11. ADJOURNMENT** – the meeting was adjourned at 4:30 p.m.

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