



**ANTELOPE VALLEY COLLEGE**  
**STUDENT LEARNING OUTCOMES MEETING**  
**November 10, 2008**  
**3:30 p.m. – 5:00 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. October 27, 2008
- 5. REPORT**
  - a. SLO Review Sub-Committee (M. Clinton)
- 6. ACTION ITEMS**
  - a. Call for Tech Review Chair
- 7. DISCUSSION**
  - a. Discuss SLO Assessment/Reporting Guidelines (Ted Younglove)
  - b. Discuss SLO Handbook (Ted Younglove)
  - c. Discuss Format for Submission-Draft (Ted Younglove)
  - d. Further Discussion on Program Definitions (Melanie Parker)
  - e. Committee Membership Update (Melanie Parker)
  - f. Discuss Policies for SLO Submission (Melanie Parker)
    - New Courses
    - Revised Courses
    - Revised SLOs
    - Streamlining the Process-Work Underway
- 8. SLO COMMITTEE ADMINISTRATIVE BUSINESS**
- 9. OTHER**
- 10. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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**ANTELOPE VALLEY COLLEGE  
STUDENT LEARNING OUTCOME COMMITTEE MEETING  
November 10, 2008**

**Members Present**

Melanie Parker  
Dr. Irit Gat  
Dr. Rosa Hall  
Mary Rose Toll  
Dr. Robert Harris  
Dr. Fredy Aviles  
Ted Younglove  
Yvette Cruzalegui

**Absent Members**

Kim Covell  
Maria Clinton  
Sharon Lowry  
Michael Jacobs

**Guests**

Curtis Smith, ASO Rep

**1. CALL TO ORDER AND ROLL CALL**

- Ms. Melanie Parker, co-chair of the SLO Committee, called the meeting to order at 3:34 p.m.

**2. OPENING COMMENTS FROM THE SLO COMMITTEE CHAIR (MELANIE PARKER)** – Ms. Melanie Parker welcomed our guest, Mr. Curtis Smith, ASO Rep, to the meeting and asked the other members to introduce themselves.

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

**4. APPROVAL OF MINUTES** – A motion and second was received from the floor to approve the minutes from the meeting of 10/27/08. With no further discussion, the minutes were approved as written.

**5. REPORT – SLO REVIEW SUB-COMMITTEE (M. CLINTON)** – NONE; no SLOs presented for approval.

**6. ACTION ITEMS –**

- a. Call for Tech Review Chair –The issue of filling this position was discussed but there were no parties interested. Ms. Parker made the suggestion that the tech review now take place within the committee. Since a significant percentage of the SLOs have been reviewed, the process could now be handled within the committee. Members agreed that this could be a possible solution. Dr. Bob Harris noted that most of what we will be doing from this point forward is tracking revisions and assessments. The result of this solution could be that we will be looking for someone who could act as a liaison between AP&P and not be involved in technical review. Ms. Parker could do the initial tech review and, if needed, bring courses to the attention of the committee if there were issues to resolve.

## 7. DISCUSSION

- a. **Discuss SLO Assessment/Reporting Guidelines (Ted Younglove)** – Mr. Ted Younglove, Director of Research and Development and co-chair of the SLO Committee, will e-mail guidelines for assessment reporting to faculty. He is requesting divisions to pool data for all sections of the courses offered. A suggestion was made to post the spreadsheet formulated by Tech Ed for use in reporting assessment data online.
- b. **Discuss SLO Handbook (Ted Younglove)** – Mr. Younglove was unable to have a draft of the handbook available at this meeting. He anticipates being able to e-mail it to the members by the next meeting, November 24.
- c. **Discuss Format for Submission-Draft (Ted Younglove)** – See a. above
- d. **Further Discussion on Program Definitions (Melanie Parker)** – Members of the committee engaged in discussion regarding their thoughts on program definitions. The committee members approved what has been written to date. But they suggested that a statement be added to the first paragraph to read: “Each Division has the discretion to identify other programs (i.e. sequences of courses that prepare students for other coursework), and develop appropriate outcomes and assessments accordingly.” A suggestion as also made to investigate what other campuses are doing in this regard.
- e. **Committee Membership Update (Melanie Parker)** – Ms. Kim Covell has reported she plans to begin attending the SLO Committee meetings, though she will need to leave at 4:30. The committee is still attempting to fill the Confidential Management position and second classified union position.
- f. **Discuss Policies for SLO Submission (Melanie Parker)** – All new courses submitted to the committee for review must have their respective proposed CORs/objectives attached. From this point forward, all SLOs that do not have the COR attached will be returned to faculty. It was also noted that substantial changes to CORs/SLOs might need to be reviewed for consistency. In regard to streamlining the process, Ms. Parker brought to the committee’s attention that need for a better communication of the SLO process to faculty, particularly adjunct. There have been several comments noted at the SLO Professional Development Workshops regarding this issue. There are some things we can do to help streamline the process: we could place a checkbox on the SLO form to indicate it is for a new course along with a reminder to attached the proposed objectives/COR; create a flow chart to better indicate the submission process; and have up-to-date files with SLOs and information available at the Division levels. Dr. Hall stated that since she has “worn many hats on campus”, she believes it is the Dean’s responsibility to communicate this to faculty, and in the case where there are department chairs, it should be the responsibility of that assigned person. The committee agrees it is the responsibility of deans, however Ms. Parker stated she is hesitant to tell the Deans what to do. Dr. Harris suggested we should remind the Deans of their responsibility. Dr. Hall suggested a memo should go out to all Deans and come from the VP of Academic Affairs, VP of Student Services and the SLO Committee expressing the position that SLOs be communicated to new faculty at the same time as the CORs. Dr. Hall suggested a joint Dean’s meeting for Academic Affairs and Student Services where Ms. Parker would communicate the importance of this responsibility to the Deans. Ms. Parker will follow up with Ms. Lowry on this suggestion. Mr. Younglove also suggested that HR make note of this for their orientation process and that

faculty be instructed to ask for information on SLOs if it is not routinely provided for them. Dr. Harris brought up the issue of listing SLOs on the COR just as this has been done in the past with the library form. Dr. Hall agreed that SLOs should be part of the COR since this will help with communication to all faculty and their use of them. Mary Rose Toll and Dr. Hall both suggested this would help with communication to all faculty and would help “close the loop”. Other committee members expressed approved of this suggestion. We will follow this up with further discussion at the next meeting. Another suggestion expressed by Dr. Hall is for committee members to visit Division meetings next semester to discuss assessments and how they are working. This would give the discussion a more personal connection and allow for questions and answers. In looking towards the future, Ms. Parker brought up the possibility of reorganization of the committee similar to that of AP&P, with representatives from each division. This could facilitate communication and provide better integrated information to the committee and campus, as well as provide a designated person to handle WEAVE data for each division. Dr. Hall agreed it is important to have representation from a wider range of academic areas. Dr. Gat seconded that opinion. Ms. Parker will discuss this idea with both Maria Clinton and Deborah Charlie and bring their perspectives to the next meeting.

**8. SLO COMMITTEE ADMINISTRATIVE BUSINESS**

- Ms. Parker asked the committee to keep thinking about ideas for the professional development workshops scheduled for spring and for the 2009-2010 academic year. Dr. Fred Aviles was encouraged to develop the idea he expressed at the previous meeting to offer a hands-on, practical assessment workshop.

**9. OTHER**

- Spring semester meeting dates are: February 23, March 9, March 23, April 13, April 27 and May 11. They will start at 3:30 p.m. and will be held in Room A141.

- 10. ADJOURNMENT** – A motion was made and seconded to adjourn the SLO meeting at 4:53 p.m. Motion carried.