

**Yavapai College SLOA Committee  
Meeting Minutes**

Friday, August 30<sup>th</sup>, 2024 9:00-10:30 am  
ZOOM (Meeting ID 984 5973 5389)

<b><u>Topic</u></b>	<b><u>Discussion</u></b>	<b><u>Action</u></b>
<b>Call to order/ Establish Quorum</b>	<p><i>*=Non-voting member</i></p> <p><b>Members:</b> Aderemi Adedokun (AD5), *Doug Berry (ELT), Michael Byrnes (Stu Sup), Stacey Hilton (OIS), Jennifer Jacobson (AD4), Allen Magarrell (AD1), *Marylou Mercado (ELT), Robert Moon (AD1), Cal Peterson (Stu Dev), Bambi Pish-Derr (Chair, AD2), Sarah Southwick (OIS), Steve Sparks (AD5), Bill Swenson (AD5), Daniel Doria (SGA), Megan Vandermeer (AD2), *IER Representative (as needed)</p> <p><b>Guest:</b> Meghan Paquette</p>	
<b>Minutes</b>	<ol style="list-style-type: none"> <li>1. Review minutes from March 2024 meeting               <ol style="list-style-type: none"> <li>a. Minutes passed unanimously.</li> </ol> </li> </ol>	
	<ol style="list-style-type: none"> <li>2. 2024 Assessment Day               <ol style="list-style-type: none"> <li>a. A-Day Website                   <ol style="list-style-type: none"> <li>i. The committee reviewed the A-Day website, which is new this year.</li> </ol> </li> <li>b. A-Day Agenda                   <ol style="list-style-type: none"> <li>i. The committee reviewed the A-Day Agenda. There is a potential session for the last session in the AI Track to be offered by Ustadza and Robyn.</li> <li>ii. Assign volunteer facilitators                       <ol style="list-style-type: none"> <li>1. Library Service Cocurricular Session – Mike Byrnes will facilitate</li> <li>2. Student Development Cocurricular Session – Cal Peterson will facilitate</li> <li>3. AI Sessions will be facilitated by Robyn Bryce</li> </ol> </li> </ol> </li> <li>c. A-Day Evaluation Survey                   <ol style="list-style-type: none"> <li>i. Committee reviewed the A-Day Evaluation Survey                       <ol style="list-style-type: none"> <li>1. Question #2, “Attend any break-out sessions” and then send to another fill-in blank question that asks “why not” and then go onto Question #7</li> <li>2. Question #3, add word “break-out” to this question and “rate every session you attend.”</li> <li>3. Add a question for the work session part of the day. “Did you complete any assessment-related activities (like completing A-Documents) during the afternoon?” “Did you find the afternoon work time useful?” “Did you use the afternoon to work on your department/program assessment?”</li> <li>4. Dr. Berry will donate a gift card to be raffled off for A-Day survey completion.</li> </ol> </li> </ol> </li> <li>d. Vote on C-Map/A-Plan GOAT</li> </ol> </li> </ol>	<p>Sarah will revise A-Day Evaluation based on the feedback from the committee.</p> <p>Stacey will remind Dr. Berry about the gift card for the A-Day survey completion raffle.</p> <p>Bambi will send out request for GOAT vote next week. Committee members will read through the reports and send in their votes Tuesday following Labor Day.</p> <p>Bambi will send out revisions to the SLOA Charter for review and vote in October.</p>

	<ul style="list-style-type: none"> <li>i. A-Report GOAT is Tiffany Kragnes</li> <li>ii. C-Map/A-Plan GOAT will be determined by email vote in the next week.</li> </ul> <p>e. A-Day Stickers</p> <ul style="list-style-type: none"> <li>i. Stacey shared the stickers and they will be made available on A-Day.</li> </ul>	
	<p>3. SLOA Committee</p> <ul style="list-style-type: none"> <li>a. Charter <ul style="list-style-type: none"> <li>i. Bill Swenson will not be on the committee this year.</li> <li>ii. Suggested changes include removing the “co-chair” and adding the different divisions with a note for 1-3 representatives. Need to change some of the positions to ensure the correct titles for the College Council representatives.</li> <li>iii. Bambi will make revisions and send out for review for a vote in October.</li> </ul> </li> <li>b. Meetings on 2<sup>nd</sup> week of each month, 9-10:30 am <ul style="list-style-type: none"> <li>i. Moving committee meetings to not duplicate days of the other Faculty College Council Meetings.</li> </ul> </li> <li>c. YCSA updates</li> </ul>	
	<p>4. Changes to SLOA &amp; PR Canvas Shells</p> <ul style="list-style-type: none"> <li>a. Sarah recorded a video for the committee to watch.</li> </ul>	
	<p>5. AY23-24 SLOA Data</p> <ul style="list-style-type: none"> <li>a. Dr. Berry shared that Karen Palmer will be the point person lead adding program learning outcomes to degrees that do not have them – like AA/AS.</li> </ul>	
	<p>6. Other updates/New Business</p>	
	<p>7. Adjourn</p>	
	<p><u>DEADLINES &amp; REMINDERS</u></p> <ul style="list-style-type: none"> <li>a. AY24-25 Program Review Timelines &amp; Deadlines <ul style="list-style-type: none"> <li>• SEPTEMBER <ul style="list-style-type: none"> <li>a. Friday, September 13<sup>th</sup> - Assessment Day (A-Day)</li> <li>b. Wednesday, September 25<sup>th</sup> - All Annual A-Reports DUE</li> </ul> </li> <li>• OCTOBER <ul style="list-style-type: none"> <li>a. SLOA Committee Review of A-Reports</li> <li>b. Wednesday, October 30<sup>th</sup> – All C-Maps and A-Plans are DUE</li> </ul> </li> <li>• NOVEMBER-DECEMBER <ul style="list-style-type: none"> <li>a. SLOA Review of C-Maps and A-Plans</li> </ul> </li> <li>• JANUARY <ul style="list-style-type: none"> <li>a. Mid-JAN: All reviews on A-Documents need to be complete for Program Review process to begin as of February 1st</li> </ul> </li> </ul> </li> </ul>	

