<table>
<tr><td colspan="3" align="center">Yavapai College SLOA Committee
Meeting Minutes
Friday, November 8th, 2024 9:00-10:30 am
ZOOM (Meeting ID 984 5973 5389)</td></tr>
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Topic	Discussion	Action
Call to order/ Establish Quorum	*=Non-voting member **Members:** Aderemi Adedokun (AD5), *Doug Berry (ELT), Michael Byrnes (Stu Sup), Stacey Hilton (OIS), Kim Howell (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), Ellen Blair (SGA), Megan Vandermeer (AD2), IER Representative (as needed)	
Minutes	1. Review minutes from October 2024 meeting a. The committee approved the October 2024 meeting minutes.	

	2. 2025 A-Day Planning
	    a. Propose possible dates
	        i. When A-Day was first held, it was held in August, but because of other factors, such as IER running data packets, faculty building classes, Student Development working with students, the event was moved to September. After some discussion about whether or not to hold A-Day in August or September, two dates in September were chosen: September 12th and 19th
	
	    b. Volunteers for A-Day Planning Subcommittee
	        i. Bambi, Kim, Remi, Mike all volunteered to work on the A-Day Planning Subcommittee.
	        ii. Bambi suggested reaching out to Karen Palmer and ensuring she was incorporated as well.
		Dr. Berry will take the suggested A-Day dates of 09/12/2025 and 09/19/2025 to ELT for consideration and let the SLOA Committee know which one will work better.
		
		Sarah will create an A-Day Planning Subcommittee meeting and invite Karen Palmer.

	3. New Faculty SLOA Training
	    a. Discuss possible topics for trainings
	        i. Sarah introduced the idea of providing assessment training to new faculty as many of them as SME experts but not necessarily teaching experts. Additionally, the language and concept of SLO assessment is often difficult to grasp if introduced as a once a year activity and process. Remi and Sarah brainstormed about this work last academic year but were unable to begin the project.
	        ii. All initial training topics were discussed by the committee – direct vs. indirect assessment; providing a one-sheet about assessment to the mentors to share with their mentees at the Peer Faculty Luncheon.
		Sarah will develop a statement about direct and indirect assessments to share with the committee.
		
		Sarah will develop a one-page sheet about SLO assessment to share with the committee.
		
		SLOA Committee members will bring possible assessment topics for new faculty assessment training.

		iii. Other topics will be discussed at the December committee meeting.	

		4. SLOA Committee Review Rubric Revisions
		   a. C-Maps
		   b. A-Plans
		      i. As the processes of creating C-Maps, A-Plans and A-Reports have evolved over the last two years, it became necessary to update the SLOA Committee rubrics to review the submitted A-Process documents. Sarah shared the suggested changes and updates with the committee.
		      ii. The committee motioned to approve the changes to the C-Map and A-Plan review rubrics within the SLOA & Program Review Canvas shells.
			Sarah will update the C-Map and A-Plan review rubrics within the SLOA & Program Review Canvas Shells.

		5. Conduct an A-Report Review as a group
		   a. Work time
		      i. The committee reviewed one A-Report together and then the meeting adjourned to allow the committee time to review their assigned A-Reports.
			Sarah will reach out to schedule review meetings with any committee member who would like to review the A-Report with her.

		6. Other updates/New Business a. None	
		7. Adjourn	

		<u>DEADLINES & REMINDERS</u>
		
		a. AY24-25 Program Review Timelines & Deadlines
		   • OCTOBER
		      a. SLOA Committee Review of A-Reports
		      b. Wednesday, October 30th – All C-Maps and A-Plans are DUE
		   • NOVEMBER-DECEMBER
		      a. SLOA Review of A-Reports, C-Maps, and A-Plans
		   • JANUARY
		      a. Mid-JAN: All reviews on A-Documents need to be complete for Program Review process to begin as of February 1st	