

## Assessment Committee Minutes 11-30-2018

**CALL TO ORDER:** by Brent Wilson at 10:31 am.

**CHAIRS IN ATTENDANCE:** Brent Wilson.

**MEMBERS IN ATTENDANCE:** Teresa McAllister, Greg Cluff, Lori Pesante, Darrin Ekern, Dana Heins-Gelder, Rudy Menjivar, Helen Acosta, Michael Westwood, Jana Richardson, Pam Davis, Tina Cummings, Faith Bradham, Isaac Vannasone, Debbie Kennedy, Ximena Da Silva Tavares, Olivia Garcia, Jordan Rude, and Maria Wright.

**GUESTS IN ATTENDANCE:** None

**REVIEW AND APPROVAL OF THE MINUTES:**

m/s Rudy Menjivar/Faith Bradham

Motion passed.

### **REPORTS:**

- Co-Chairs' – Brent-Professional Development email, if you want to participate, please fill out the form.
  1. Typically Brent does the Assessment Training during Flex week. He would like at least one other person to help with one of the workshops. Please email Brent if you are interested, it could be a pair. John Giertz also mentioned at Executive Board that one of the focuses is they are trying to get staff to attend development workshops.
  2. Back in August, Tom Greenwood asked if individual student SLO assessments are **required**. Billie Jo and Brent said our stance is no. What is the difference? Individual student is by actual student as opposed to collective (as a whole). Billie Jo and Brent are going to the faculty union to give a report. If someone asks try to share why we are assessing, reference the handbook if you need to. It may be some faculty fear eLumen is a change in working conditions and may be used as an access in performance evaluations. Brent looked at his job description which mentions "demonstrating the ability to assess student learning outcomes." Jordan Rude showed his department (Behavioral) how to use eLumen and mentioned that his department is very competitive. Dana said a promoting and training environment is important in department meetings.
  3. Brent will send out an email on Monday (12/3) morning to remind departments to complete SLOs for the Fall 2018 term.
- Update from Jana on SLO-PLO/SLO-ILO mapping-Jana, SLO to PLOs have three programs left. English has had a turnover in department chairs and is working on it. SLO to ILO is on second reminder and the Deans have been tagged. Out of 81 total programs 28 are still incomplete. Email will be sent to deans and department chairs. Jana will enter information if they send her a hard copy.
- Roundtable-Rudy Menjivar-Business Law, SLO#1. Rudy admits it needs to be condensed/broken up as it is too long. Number two assignment is the second half of the SLO. He broke it into two assignments, one homework and the other a final exam question. The case he uses is famous so it is easy to research. Students appeared to do worse on the final exam question than the homework assignment. Rudy is trying to get funding for research/references as what the library has is limited. He would like to include a library tour. Brent asks "Are there any questions or discussion?" Ximena mentioned that some of her students copy each other's homework and that it isn't always a good thing, which might explain the difference between homework and final exam question assessment data. Faith: research one topic a semester, other quizzes, and take home test. It is kept to a specific topic so they can't switch to a different topic. Scientific method where you pick a student to ask a question instead of picking the student that always raises their hand. Rudy's presentation is posted on the website.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Review co-chairs' overall summary of Program Review Assessment Report findings- Faculty in fall submitted their program review which included assessment reports. Billie Jo and Brent found common patterns. See handout. The refinement and dialog were higher rated. Brent will go through them one by one. ENGL is an example with 100 sections. How can it be normed? Challenges, only collected 64 of 154 programs, 42%. Title 5- a program is an AA, AS, or JSC not an area. We need to improve our percentages. Comprehensive review as opposed to Summary review. Maybe we need a three year cycle. We may want to go beyond the data, other than 50% exceeded. What do the numbers mean? There was a bit of cut and paste, maybe we need to ask different questions so different answers are entered. Encourage several faculty from an area to fill out the form to reduce cut and paste. Best practices, increased participation, some put in extra/more information than needed. Some departments have Assessment on their agenda. Last item is a good practice. Assessment Committee considerations for change: Brent asks what do you think? Faith-if this goes out it might be mentioned that this is self-reported findings, not recommendations. Brent asks the members to vote for friendly amendments. Motion passed. Will be reported in spring.
- Discussion of spring plans-things we would like to accomplish in spring. Brent documented-discuss potential changes to Program Review Assessment Reports. In the past the questions had SLO information and also PLO data, for simplicity we ignored the PLO outcomes, and maybe they could be added to next year's form. Review Bloom's Taxonomy choice of words on the check list. We know it is a sample, maybe we need an example. Verbiage and assess rules of review. Program review assessment is usually due in fall and may need some training, but when? Spring? Only had two trainings last fall. Di Hoffman's ILO #2 project will be executed in spring. Mapping, different levels SLO to ILO, SLO to PLO, and SLO to GELO. SLOs are constantly changing. Brent did many mappings this summer but with all of the new SLOs changed they need to be updated. Assessment is trying to make mapping a part of the curriculum process. The Assessment Handbook may need reviewed/updated. Ximena asks how the other representatives are getting information out to their departments, like good practices. Dana mentioned that Academic Senate pushed their minutes out to departments or maybe a newsletter. Helen suggested maybe an email template "Hey you are about to start your end of semester/how to". Brent is already sending out a reminder with the link to tutorials. Jana asked if there is a deadline for Fall 2018 to which Brent replied not really, only expected/recommended due by fall or spring. The end of spring semester will end the academic year that assessment data is collected and compared against the assessment plan documents, so assessment data should be submitted by then.

**COURSES/PROGRAMS TO BE REVIEWED:**

- See Team Assignments-check your assignments.

**GOOD AND WELFARE AND CONCERNS:** None

**ADJOURNMENT:** NEXT MEETING is January 25, 2019.

Brent Wilson adjourned the meeting at 11:44 am.