Academic Senate & Subcommittee

Committee Goals for Academic Year 2017-2018

Committee Name: Assessment Committee

Committee Roles and Responsibilities: The assessment committee is charged with overseeing outcomes assessment at Solano College. The committee recommends assessment policy and trains faculty in the implementation of that policy. The committee works under the oversite of the Academic Senate and the VPAA.

ACCJC Standard(s) Addressed:
X Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
X_ Standard II: Student Learning Programs and Support Services
___ Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members: Amy Obegi (Faculty Coordinator and Social and Behavioral Sciences), Rachel Smith (Liberal Arts), Randy Robertson (Math/Science), Terri Pearson-Bloom (Health Sciences), Cynthia Jourgensen (Applied Technology and Business), Kimberly Ramos (Counseling), David Schrumpf (adjunct), Ferdinanda Florence (Program Review)

Ex Officio: Vice President of Academic Affairs (or designee) Peter Cammish, Dean of Research and Planning typically attends, Academic Program Review Coordinator or designee Ferdinanda Florence, Curriculum Committee Chair, Jim DeKloe or designee.

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative / Goal	Description for this Initiative / Goal
1	Create CurricUNET META Assessment training materials and hold workshops in the use of the system	Flex presentations by Governet and the Assessment Coordinator on the use of META. Coordinators attend school meetings to support faculty in the use of META. Additional meetings are held as warranted.
2	Open-office hours and other individualized trainings meetings to support faculty with META	Hold weekly open office hours and schedule meetings with departments as needed to update SLOs, Success Criteria, and map GELOs/ILOs in META.
3	Keep faculty informed about assessment related information	Create monthly newsletters to update faculty on Assessment news and provide assessment guidance/support.
4	Update the Solano College Assessment website	Upload all new assessment materials online. Create audiovisual materials to assist faculty. Decide which of the old materials should be kept online.
5	Design interface for CurricUNET PLO assessment module	The committee must design and then work with Governet to create the interface of the PLO assessment module

6	Update the adjunct faculty pay form to reflect use of META	Work with J. Leary to update the adjunct faculty pay form to reflect use of META
7	Provide feedback and approval on CurricUNET for faculty making SLO changes.	Read and provide feedback/approval for SLO only changes made in CurricUNET. Attend curriculum committee technical review meetings as needed.
8	Train faculty in PLO assessments	Create training materials and provide workshops/guidance on how to assess PLOs in CurricUNET.
9	Schedule and hold spring flex trainings on GELO and ILO assessments	Choose 1 GELO and 1 ILO as a quality focus discussion for GELOs and ILOs.
10	Work with accreditation team to comply with all assessment related directives and to supply any needed data for self-study report	Meet with accreditation chairs to determine how the assessment committee can support accreditation self-study team. When deficits are noted, work with the coordinators and committee to find solutions.
11	Assessment Training for Committee Members	Find appropriate training opportunities and funding for committee members to increase assessment knowledge

Mid-Year Committee Evaluation Report for Academic Year 2017-2018

Accomplished and In Progress Initiatives: Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Create CurricUNET META Assessment training materials and hold workshops in the use of the system	C/IP	Training materials were created and posted online for SLO updates and SLO assessments. PLO mapping and assessment are in progress. Numerous trainings were held for META during fall flex and optional flex days. More trainings will be offered during flex days in semesters to come
2	Open-office hours and other individualized trainings meetings to support faculty with META	C/IP	Open office hour were held on multiple dates in September and will again be held during fall finals week. Coordinators have attended division meetings to provide support, and have met one-one-with with many faculty in different disciplines. Support has also been given over email if requested.
3	Keep faculty informed about assessment related information	C/IP	Assessment newsletters have been disseminated and will continue to be disseminated in the spring and posted online.
4	Update the Solano College Assessment website	C	The website has current information including the assessment handbook, training materials, and links to META.

5	Design interface for CurricUNET PLO assessment module	IP	The assessment committee has worked throughout the fall semester to design the PLO assessment module and it is now in the hands of Governet for creation. We will continue to work with Governet to make design changes as needed
6	Update the adjunct faculty pay form to reflect use of META	C	The adjunct pay form was updated to include transition to META and is posted online.
7	Provide feedback and approval on CurricUNET for faculty making SLO changes.	C/IP	The assessment coordinator continually reviews SLO only changes, course modification, new courses, and program modifications in META and provides feedback as needed. This review will be an on-going part of the Assessment coordinators duties.
8	Train faculty in PLO assessments	IP	Training materials are being created to do the first training on PLO mapping in the spring. PLO assessment training will likely be held Fall 2018
9	Schedule and hold spring flex trainings on GELO and ILO assessments	IP	The committee is considering delaying GELO and ILO assessment trainings during flex until the 2018-2019 academic year. We want to focus this year on getting SLOs updates into META, SLO assessments, and PLO mapping complete
10	Work with accreditation team to comply with all assessment related directives and to supply any needed data for self-study report	C/IP	The Assessment Coordinator reviewed accreditation self-study documents, provided pertinent evidence, and met the visiting accreditation team. The committee will continue to support accreditation efforts.
11	Assessment Training for Committee Members	IP	The ASCCC Assessment Symposium will be held in the spring. We do occasional trainings in the assessment committee to highlight areas of needed support for faculty.
12	Update Assessment Calendar	C	This is new goal that was established to support faculty in making the transition to META. The new calendar was approved by Academic Senate on 11/13/17.
13	Establish guidelines for SLO assessment approvals in META	IP	This is a new goal based on the discovery that SLO assessments must have an approver in META (based on the way the database is set-up by Governet). It was decided that deans would do the check-off since it is in the contract that they evaluate SLO completion. Working with Union and Senate to make sure process of "approval" doesn't violate the contract language.
14	Support the integrated planning process	IP	Developing reports that will disseminate information to administration, discipline faculty, and deans based on SLO assessments. The goal is to use SLO data in planning

15	Work with Governet to troubleshoot issues with META and to increase user friendliness	IP	The Assessment Committee is responding to issues that arise in META. Communication with Governet is on-going to try to rectify problems.
16	Get all SLOs updated in META which includes success criteria, and ILO/GELO mapping	IP	Created an incentive (catered spring flex school meetings) for all schools that have all their SLOs updated in META. Coordinators are assisting and encouraging faculty to get all SLOs updated in META during the fall term

Year End Committee Evaluation Report **for Academic Year ___**

Part 1 Accomplished and In Progress Initiatives: Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative

Part 2 Unaccomplished Initiatives: Identify the initiatives this Committee has undertaken in the Fall 2016 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
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Part 3: Complete the self-assessment narrative:

Self-Assessment

- How can the committee improve its effectiveness in meeting these roles and responsibilities?
- How effective was the committee in completing its initiatives?
- How might the committee improve its effectiveness in regard to completing initiatives?
- How effective was the committee in impacting student success?

- How might the committee improve its effectiveness in regard to impacting student success?
- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

- What topics should be addressed by the committee next year?
- Are there additional roles or responsibilities this committee should be addressing?
- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?