ASSESSMENT COMMITTEE

Solano Community College
Minutes – Wednesday October 12, 2016
2:30-4:00pm, Room 902

In attendance: Amy Obegi, Rebecca Estes, LaNae Jaimez, Cynthia Jourgensen, Terri Pearson, M. Wyly

I.   Approval of Agenda, 1st Terri, 2nd LaNae, passed unanimously
II.   Approval of Minutes from 9/28/16, 1st Terri, 2nd LaNae, edit to section 2.1 to complete sentence. Approved unanimously.
III.   Public Comments - None

IV.   Discussion/Information Items:
   1. *Updates*
      a. SLO Quality Rubric and Course Assessment Form approved at Academic Senate 10/3/16. The new rubric and SLO course assessment form are published on the Solano College website: http://www.solano.edu/slo/
      b. WASC Assessment Training – Assessment 201. A Obegi had yet to hear back about funding for the WASC training. She will send a follow-up email.
      c. VPAA Guleff said by email that she spoke with Dean Morinec and an office space with computer/database access would be provided to Coordinator Jourgensen. Cynthia reported that a computer is not available in the room. A. Obegi said she would contact V. Guleff and M. Morinec to get an update.
      d. The October 11th Accreditation/Assessment/Program Review flex event was not heavily attended. However a number of people (Chemistry, Political Science, Kinesiology faculty, etc.) did come in and received one-on-one support with their SLOs and assessments. The new rubric and assessment forms were made available. A. Obegi spoke with Superintendent-President Esposito-Noy at the event about her concerns about the assessment process on the campus. She strongly feels faculty should be inputting their own SLOs and this data entry should not be a coordinator's responsibility. A. Obegi said she and the committee concurs – this is what we have been moving toward. We are waiting for the CurriCUNET assessment module to be developed so we can make this

happen (which we were told means working out the bugs in CurriCUNET META). She also said she wants coordinator responsibilities to be more diversified and not so closely linked to assessment. Finally, she asked for a meeting with A. Obegi, V. Guleff and herself to discuss the vision of assessment on campus as a whole. A. Obegi will contact her office to schedule.

   e. Meeting with Melissa Reeve following Santa Monica College Accreditation Team Visit. Tabled as M. Reeve needed to reschedule the meeting due to illness. Meeting to be held 10/17/16.

2. *Report of Coordinator/Discipline Faculty Meetings*. M. Wyly has started to meet with discipline faculty. L. Jaimez and T. Pearson are setting these meetings up soon. C. Jourgensen is still limited without database access. It remains the committee's goal to review all unassessed classes to get to completion, and support faculty with assessment related questions. T. Pearson asked if we can have Peter Cammish generate a list of all SLOs and their success criteria to share with faculty.

3. *Assessment Newsletter.* A. Obegi shared an Assessment Newsletter for feedback from committee members. The goal of the newsletter is to give monthly updates to faculty about assessment including goals and progress, educational tools (rubrics, samples, etc.), changes to the process and procedures, etc. The committee agreed this would be a useful tool. In the beginning we will do monthly newsletters, but it is possible in the future they may become less frequent. The first edition generated a number of discussion points:

   a. L. Jaimez suggested changing the wording to emphasize that we need faculty's help in meeting our goals.
   b. It was suggested that in addition to the rubric, we add the new SLO course assessment form
   c. T. Pearson asked about clarification about whether courses need to be deleted in CurriCUNET in order for them to be archived or if there is a separate process. A. Obegi said she would get clarification from VPAA Guleff. M. Wyly's understanding was they would be deleted, but deleted courses would be systematically reviewed to see if faculty want to bring them back.
   d. We talked about the importance of looping back to the assessment committee when courses have been deleted from CurriCUNET so we can get them out of the database.

e. The committee talked about that fact that SLOs are often different in the SLO database and CurriCUNET. We will need to get these cleaned up. We also talked about a mechanism for an "Assessment sign-off" in CurriCUNET will help improve quality SLOs.
f. A. Obegi shared quick reference guides for quality SLOs and PLOs that can be used in future newsletters
g. We will need to get VPAA's approval before we disseminate the newsletter.
4. *Quality SLO Assessments – Committee Study Session*. The committee discussed a sample SLO assessment created by A. Obegi for CDFS 038. The consensus was the sample would beneficial to faculty. A few edits were suggested, such as clarifying the method of assessment. It was decided to not attach the supporting document at this time since the database does not have a way of holding this data. The supporting document could be added to the shared drives.
5. *Assessment module in CurriCUNET*. Time only allowed for a limited discussion. One feature we hope is available, is when a change is submitted in META (ex. to a PLO), it will automatically be sent as a needed change in the catalogue and in the Assessment database.

Meeting dates this semester:

October 26, 2016
November 9, 2016
November 30, 2016