

ASSESSMENT COMMITTEE

Solano Community College

Minutes – Wednesday November 30, 2016

2:30-4:00pm, Room 902

In Attendance: Amy Obegi, Rebecca Estes, LaNae Jaimez, Terri Pearson-Bloom, Randy Robertson, and Michael Wyly.

- I. Approval of Agenda, 1st T. Pearson, 2nd R. Robertson.
- II. Approval of Minutes from 10/26/16 and 11/9/16, 1st R. Estes, 2nd L. Jaimez.
- III. Public Comments: None.
- IV. Discussion/Information Items:
 1. Updates
 - a. Assessment module in CurriCUNET. VPAA Guleff was speaking with Nancy Howard from governet as our assessment meeting occurred. We asked for our module to be formatted according to the Solano Quality Rubric and to add boxes so we can disaggregate data, such as time, location, duration, modality.
 - b. Adjunct pay form. Faculty reviewed the adjunct pay form and agreed that it is needed to track payments. It was suggested the form be made into a printable .pdf and included in the next version of the newsletter.
 - c. Administrative support to input assessments. So far, the administration has not committed to paying for administrative support. A. Obegi said she didn't want coordinators to have to input them since their compensation is minimal and it is not in their job description. T. Pearson suggested creating a shared drive to put the assessments on. A. Obegi said she would work to continue to find someone to input the assessments. She also said she would contact IT to set up the shared drive.
 - d. Coordinator/Discipline Meetings Updates –. It was suggested we get a new report detailing course deletions so we can ensure our database is current.

2. Flex trainings for Spring 2017. It was suggested that we have a PowerPoint at plenary, or have a presentation (assessment training) at the joint administration and AS Senate meeting. It was also suggested we provide generalized assessment help in an open office hours at flex. If faculty need help with success criteria, disaggregation of data, outcomes assessment, etc. we can provide.
3. Assessment Newsletter for December (Volume 4)
 - a. Disaggregation of Data. Committee members supported the publication of the newsletter.
4. Midterm goal report and priorities for next semester. The committee approved the update on our mid-semester goals. It was suggested that we add the trainings coordinators have done in addition to those done by the assessment coordinator.
5. Assessment and program review. A. Obegi shared the sections of the program review template related to assessment with the committee including the newly revised assessment calendar. The assessment committee supported program review materials and the changes to the calendar.

Meeting dates for next semester:

January 25, 2017

February 8, 2017

February 22, 2017

March 8, 2017

March 22, 2017

April 5, 2017

April 26, 2017

May 10, 2017