

ASSESSMENT COMMITTEE

Solano Community College

Minutes – Wednesday November 9, 2016

2:30-4:00pm, Room 902

In Attendance: Amy Obegi, Rebecca Estes, Virginia Guleff, LaNae Jaimez, Cynthia Jourgenon, Terri Pearson-Bloom, and Randy Robertson.

- I. Approval of Agenda, 1st Terri, 2nd Rebecca, approved unanimously
- II. Approval of Minutes from 10/26/16 – Tables as minutes not yet complete
- III. Public Comments, None
- IV. Discussion/Information Items:
 1. *Updates*
 - a. Newsletter went out on Monday, Nov. 7, 2016. Minor changes were made so Math's current test question wasn't compromised
 - b. A. Obegi met with Superintendent-President and Vice President of Academic Affairs on Monday, October 31st. A. Obegi shared with the committee their interest in revising the assessment process, so that faculty are inputting their own SLOs (the same goal as the committee). We agreed V. Guleff would contact Governet and attempt to fast track the design of the module. They also discussed their desire to have the academic and nonacademic sides of assessment more closely tied together, potentially under the guidance of the dean of institutional research and planning. A. Obegi shared how a faculty coordinator is important for a subcommittee of the Academic Senate. We talked about ACCJC's requirement for disaggregation of data, and how the institution currently disaggregates in Program Review but not systematically with SLO assessments. We discussed how we want to take steps toward this goal, but we are not ready for a "roster" type system as we want to maintain in-depth analysis. V. Guleff and C. Esposito Noy shared different ways of assessing GELOs and ILOs and that the committee should consider whether we want to measure these differently than we currently do.
 - c. Administrative support to input assessments. The committee shared their desire to have administration support to input SLO assessments over the

break. They have to be inputted from campus and the school coordinator's 20% release doesn't cover the time to do all the inputting (in addition to their other responsibilities). P. Cammish supported this initiative, as do the committee members. T. Pearson suggested utilizing the temp. admin pool. V. Guleff said she would look into possibilities.

- d. ACCJC Training on Monday, December 5th in S.F. *Making Student Learning Assessments Useful and Used* (integrated planning). A. Obegi plans to attend.
- e. Contacted Curtiss Brown and VPAA Guleff and learned that any courses that are to be deleted should be turned in to Curriculum Committee by December 6th. A. Obegi said she would share the date with faculty.
- f. Coordinator/Discipline Meetings Updates. Coordinators continue to meet with staff to support getting assessments up-to-date. C. Jourgenson mentioned that CTE faculty were resistant to creating success criteria rubrics, but were more amiable when offered support. T. Pearson shared she copies the Assessment newsletters and puts them in faculty mailboxes.

2. *Assessment module in CurriCUNET*. The committee reviewed the "sandbox" provided by Governet as a starting point for the assessment module in Meta. The major suggestions were:

- a. Align the grey tabs on the left with the components of quality rubric and individual assessment form: SLO, success criteria, methods, results, planned actions, and closing the loop. We want to add the ability to attach documents to the success criteria and methods sections. We also want to make sure there are qualitative and quantitative boxes under the success criteria and results sections. It was suggested to add language from the quality rubric to each section to clarify what is required. We want to move the boxes for the number of people successful from the first page to the results page.

3. *Adjunct Faculty Pay Form*. A form for adjunct pay for SLO and Program Review work was reviewed. It was suggested to make separate forms for SLO/SAO and program review. V. Guleff suggested the completed form be sent to the Assessment Coordinator (A. Obegi) and then when it is verified the work is done, the coordinator will send the form to the office of Academic Affairs. Revisions to the form include a clearer indicator of the hours worked in each category, and to include a signature line for the Assessment Coordinator's Signature. A. Obegi will

make changes to the form and work toward approval from payroll, human resources, and the office of Academic Affairs.

4. *Assessment Newsletter for November (Volume 3)*

- a. Who, What, When and Why of Assessments & Canvas Rubrics.
Committee members agreed to send out this volume.

Meeting dates this semester:

November 30, 2016