

# ASSESSMENT COMMITTEE

Solano Community College

Minutes – Wednesday April 5, 2017

2:30pm-4:00pm, Room 902

In Attendance: Amy Obegi, Rebecca Estes, Ferdinanda Florence, Cynthia Jourgenson, Terri Pearson-Bloom, Randy Robertson

- I. Approval of Agenda, 1<sup>st</sup> F. Florence, 2<sup>nd</sup> T. Pearson-Bloom. We added a number 5, accreditation feedback. The agenda was approved unanimously
- II. Approval of Minutes from 3/22/17, 1<sup>st</sup> T. Pearson-Bloom, F. Florence 2<sup>nd</sup> approved unanimously
- III. Public Comments, None
- IV. Discussion/Information Items
  1. *Update on CurricUNET Meta.* A. Obegi spoke with Governet and they advised us that we need to link the SLOs to the PLOs in the program module. This is because some courses are part of more than one program, so the mapping of the SLOS has to be customized by program. You do this in the course block definitions and then in the outcomes you check the specific links to the appropriate SLOs. A. Obegi talked to the developers about allowing faculty to choose a link as I/D (introduce/develop), or M (mastered). If it is mastered, the faculty then checks whether they want to use that SLO as part of their PLO assessment. A developer at Governet said that will take some extra programming, but it is doable. The other recommended changes (see minutes from 3/22/17) were shared with Natalie from Governet and they are to be completed within a couple of weeks.
    - a. *Should SLOs be moved over by admin or inputted by faculty?* Timeline for this process. The committee debated the strength and weaknesses of having an automatic input versus faculty inputting. We want to make the workload easier on faculty, but giving faculty access allows for the autonomy to change SLOs and provides the opportunity to write in success criteria and map the SLOs to the GELOS and ILOS. The committee is leaning toward faculty autonomy.

2. *Update on number of SLOs/PLOs assessed. What to do with those in the shared assessment drive (old or new database).* We are not to our 100% goal for assessments. A. Obegi is reaching out to programs and instructors that don't have assessments to try to get them completed. We are also identifying errors that may need to be remedied. For example the International Relations program was still active although it was intended to be deleted, German and Banking and Finance were still showing up active in Banner, but were deleted. There are a number of courses that had never been taught before or were being taught for the first time this semester that are showing up as unassessed. Some SLOs showing up as unassessed are in the hard drive and need to be inputted. We need to talk with C. Esposito-Noy and D. Williams about support during summer to get all SLOs in the database. All SLOs from 2016-2017 will go into the old database, SLOs from next year will go into CurricUNET Meta. T. Pearson Bloom suggested sending out a "last call" for all unassessed courses.
3. *Guidance on Assessment Handbook*
  - a. *Number of SLOs to be assessed per year by faculty.* A. Obegi brought up a faculty concern about equity in assessment. Some faculty have only a few preps while others have many. To help create equity, the committee suggested we recommend in the handbook that each faculty assess a minimum of three courses. However, every course must be assessed so it may be necessary to assess more than 3. The goal is that department faculty coordinate so that all courses are assessed and the workload is shared. Some courses may not be taught every year, so it is imperative that those courses are assessed when they are taught, even if off-cycle. If it is the first time a course is taught, it must also be assessed.
  - b. *When will reports be run?* The committee suggested at the end of summer so they are ready for fall program review yearly follow-ups or as needed.
  - c. *Linking SLO results/planned actions to program review yearly follow-up plans.* The committee thought fall flex would be ideal.
  - d. *What will the coordinators, deans roll be with Meta?* Coordinators can train and assist with planning. Deans help ensure assessments are complete and provide time and opportunity to get them complete. The goal is to support quality and timely assessments.

e. *Other? What details need to be included?* F. Florence suggested that we provide specific details in the front of the handbook and then put all samples at the end.

4. Planning for “Going Live” on Meta – Pilot (tabled – ran out of time)

5. Accreditation Feedback (tabled – ran out of time)

Next meeting – further refine training/“go live” plans

Future Meeting dates for Spring 2017:

April 26, 2017

May 10, 2017