

ASSESSMENT COMMITTEE

Solano Community College

Minutes – Wednesday August 31, 2016

2:30-4:00pm, Room 414

In Attendance: Amy Obegi (Coordinator), LaNae Jaimez (S&BS), Cynthia Jourgensen (AT&B), Terri Pearson (HS), Randy Robertson (M&S), Michael Wyly (LA)

Approval of Agenda: 1st Randy, 2nd LaNae

No public comment

1. Amy Obegi was hired to replace Gene Thomas as the Faculty Assessment Coordinator. School coordinators will serve as Assessment Committee representatives from their respective schools. Currently Counseling is still hiring a coordinator for their area, so that seat is presently vacant. The committee discussed formalizing representation on the Assessment Committee to include *voting members: Faculty Assessment Coordinator (1), School Coordinators or their designees (6), Adjunct Faculty Representative (1). Ex-officio members include the Vice President of Academic Affairs or his/her designee (1), Program Review Committee Coordinator or designee (1), and Curriculum Committee Representative or designee (1).*
 - a. ACTION ITEM: Terri made the motion to approve membership as stated in the italicized print above, LaNae seconded, approved unanimously
2. Overview of Brown Act. Michael Wyly shared a PowerPoint presentation about Brown Act and the Academic Senate Subcommittee requirements for compliance. A few of the key points are that meetings are to be open to the public and the public must be made aware of the agenda (displayed in a public place at least 72 hours in advance); committee members are not allowed to discuss business if there is not quorum (including no business conducted over email); all scheduled meetings must be held and special meetings are allowed with 24 hours advanced notice.
3. The committee discussed goals for the 2016-2017 academic year. Goals are to include:
 - a. *Design the interface for the Curricunet assessment module.* Committee members were in agreement that we want to move quickly to get the module up and running so that outstanding assessments can be put into Curricunet rather than relying on the old database. However, the new "Meta" Curricunet must be up and running before the Assessment module is made. M. Wyly suggested we should start using

Meta even if there are some adjustments since we are in a holding pattern. The committee members agreed they would like the assessment module usable before the end of the semester. Committee members that are new coordinators would like training in how to use the old database.

- b. *Train faculty on how to use Curriconet for assessments.* Committee members also suggested training faculty on how to write affective assessments and providing examples of quality SLOs/PLOs, etc.
- c. *Schedule meetings with all departments and the school coordinator, deans, and assessment coordinator to review SLO assessments, PLOs, and how they link to ILOs and GELOs.* The goal would be to make a plan and progress toward completion and quality and get our assessments ready to transfer over to Curriconet. C. Jourgensen asked what the expectation was for SLO compliance. A. Obegi reported that ACCJC is expecting 100% compliance and that we are all working at sustainable, continuous, program improvement.
- d. *Create an assessment handbook.* Committee members agreed it would be useful to have a central document that describes the assessment process, how to input them, how to write good assessments including the quality rubric, etc. It was also suggested more flex trainings could be useful to support faculty. M. Wyly suggested A. Obegi reach out to Melissa Reeves who will attend an ACCJC site visit at Santa Monica College to learn more about ACCJC expectations regarding assessments.
- e. *Consider changes to the course approval process that will include SLO review by the assessment committee.* As a strategy to improve SLO and PLO quality, when outcomes are created or revised, they should be sent to the Assessment Committee for review. T. Pearson suggested that there is both a faculty approval box and a committee approval box so many eyes are on the document to improve quality.
- f. *Review the GELO and ILOs to see if changes are warranted*
- g. *Review GELO assessments and make action plans for needed changes (example more reading assessments), and create a formal process for their assessment (rubrics, cycle of classes to be evaluated, etc.)*
- h. *Work with the curriculum committee to support the approved process for deleting classes that have not been taught within the past several years to get assessments up to date.*
- i. *Develop a campus policy/protocol regarding common assessments and rubrics* (We did not have time to discuss this goal)

j. *Work with accreditation team to support the self-study, including embedding standards into our committee work.* For example, one standard is to make information widely available to the college.

4. Meeting dates this semester – It was decided the Assessment Committee will meet the 2nd and 4th Wednesday of the month from 2:30-4:00pm in Room 902.