ASSESSMENT COMMITTEE

Solano Community College
Minutes – November 15, 2017
3:30pm-5:00pm, Room **902**

In Attendance: Amy Obegi, Cynthia Jourgensen, Ferdinanda Florence, Terri Pearson-Bloom, Randy Robertson, David Schrumpf, Rachel Smith

Guest: Erin Farmer

I. Approval of Agenda, 1st D. Shrumpf, 2nd R. Robertson (approved unanimously)
II. Approval of Minutes from 10-18-17, 11-01-17, 1st T. Pearson-Bloom, 2nd R. Robertson (approved unanimously)
III. Public Comments - None

IV. Discussion/Information Items

1. Update on:
    a. *Revised Assessment Schedule*. The revised assessment schedule was passed by Academic Senate on November 13th. The schedule was revised to accommodate the transition to Canvas and the need get SLO assessments in META before PLOs can be assessed. It was suggested that the VPAA request that deans put the new schedule in their flex announcements. We also thought that it would be a great that every fall flex deans remind faculty what their assessment responsibilities are for the year.
    b. *Union consult on dean's role with Individual Instructor SLO assessments*. Erin Farmer shared the concerns of the Union regarding the dean as "approver." They were concerned it gives deans too much control of curriculum and pedagogy. They wanted to make sure faculty retain primary control over the training and support of assessment. The committee shared the parameters of META (for example the buttons can't be changed to "send to coordinator") and brainstormed how faculty can be principally charged with support, but deans can check off that the faculty completed the assessment. Some of the questions that arose were: Can faculty see dean's comments if they click the "reviewed" the assessment? Should the hold for changes be removed? Should deans email faculty and coordinators with comments? These were questions we were going to ask Governet about and then revise our parameters for the deans. The final Senate dates are the 4th and the 11th of December.

c. *Governet*. The PLO assessment module hasn't yet been created by Governet. A. Obegi will request we see a sample in sandbox before our last meeting on December 6th.

d. *Flex trainings*. Spring flex trainings were submitted to the flex committee for three trainings: One to update SLOs in META, a second to train on SLO assessments in META, and the third to map PLOs in META. A. Obegi will also hold open office hours during finals week to assist anyone who wants to update their SLOs in META. She is waiting to hear about availability in the Bib Lab.

e. *Assessment Committee Midterm Evaluation*. We reviewed the completed evaluation form and agreed on the content. It will be passed on to Academic Senate. The document is attached below.

2. *"Due Dates" for SLO Updates in META, Cut-off of SLO only changes*- The committee agreed the due date for getting credit for having SLOs updated in META is December 22nd. The SLO only update button will be removed on January 19th, 2018. After that time SLO changes will have to be made through curriculum modifications.

3. *Program Learning Outcomes Mapping Guidelines* – A. Obegi has yet to make sample training materials for mapping. As she was attempting to do this, she noticed in her program historical courses were showing up rather than active. A. Obegi sent an email to Governet to determine why this is and if only active courses would show up.

4. *Next semester meetings* – Meetings will take place at the same time next semester: Wednesdays 3:30-5:00pm

5. *Newsletter Topic* – We will include the new assessment calendar and the open office hour dates for finals week. We will also include the due dates for getting spring flex catered and when the SLO only button will disappear.

Future Meeting dates for Fall 2017:

December 6th

Mid-Year Committee Evaluation Report for Academic Year 2017-2018

Accomplished and In Progress Initiatives: Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative

1	Create CurricUNET META Assessment training materials and hold workshops in the use of the system	C/IP	Training materials were created and posted online for SLO updates and SLO assessments. PLO mapping and assessment are in progress. Numerous trainings were held for META during fall flex and optional flex days. More trainings will be offered during flex days in semesters to come
2	Open-office hours and other individualized trainings meetings to support faculty with META	C/IP	Open office hour were held on multiple dates in September and will again be held during fall finals week. Coordinators have attended division meetings to provide support, and have met one-one-with with many faculty in different disciplines. Support has also been given over email if requested.
3	Keep faculty informed about assessment related information	C/IP	Assessment newsletters have been disseminated and will continue to be disseminated in the spring and posted online.
4	Update the Solano College Assessment website	C	The website has current information including the assessment handbook, training materials, and links to META.
5	Design interface for CurricUNET PLO assessment module	IP	The assessment committee has worked throughout the fall semester to design the PLO assessment module and it is now in the hands of Governet for creation. We will continue to work with Governet to make design changes as needed
6	Update the adjunct faculty pay form to reflect use of META	C	The adjunct pay form was updated to include transition to META and is posted online.
7	Provide feedback and approval on CurricUNET for faculty making SLO changes.	C/IP	The assessment coordinator continually reviews SLO only changes, course modification, new courses, and program modifications in META and provides feedback as needed. This review will be an on-going part of the Assessment coordinators duties.
8	Train faculty in PLO assessments	IP	Training materials are being created to do the first training on PLO mapping in the spring. PLO assessment training will likely be held Fall 2018
9	Schedule and hold spring flex trainings on GELO and ILO assessments	IP	The committee is considering delaying GELO and ILO assessment trainings during flex until the 2018-2019 academic year. We want to focus this year on getting SLOs updates into META, SLO assessments, and PLO mapping complete
10	Work with accreditation team to comply with all assessment related directives and to supply any needed data for self-study report	C/IP	The Assessment Coordinator reviewed accreditation self-study documents, provided pertinent evidence, and met the visiting accreditation team. The committee will continue to support accreditation efforts.

11	Assessment Training for Committee Members	IP	The ASCCC Assessment Symposium will be held in the spring. We do occasional trainings in the assessment committee to highlight areas of needed support for faculty.
12	Update Assessment Calendar	C	This is new goal that was established to support faculty in making the transition to META. The new calendar was approved by Academic Senate on 11/13/17.
13	Establish guidelines for SLO assessment approvals in META	IP	This is a new goal based on the discovery that SLO assessments must have an approver in META (based on the way the database is set-up by Governet). It was decided that deans would do the check-off since it is in the contract that they evaluate SLO completion. Working with Union and Senate to make sure process of "approval" doesn't violate the contract language.
14	Support the integrated planning process	IP	Developing reports that will disseminate information to administration, discipline faculty, and deans based on SLO assessments. The goal is to use SLO data in planning
15	Work with Governet to troubleshoot issues with META and to increase user friendliness	IP	The Assessment Committee is responding to issues that arise in META. Communication with Governet is on-going to try to rectify problems.
16	Get all SLOs updated in META which includes success criteria, and ILO/GELO mapping	IP	Created an incentive (catered spring flex school meetings) for all schools that have all their SLOs updated in META. Coordinators are assisting and encouraging faculty to get all SLOs updated in META during the fall term