

ASSESSMENT COMMITTEE

Solano Community College

Minutes – May 16, 2018

3:30-5:00pm, Room **902**

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

- I. Approval of Agenda, 1st D. Shrupf, 2nd F. Florence, approved unanimously
- II. Approval of Minutes from 04-18-18, 05-02-18, 1st. T. Pearson-Bloom, 2nd R. Robertson, approved unanimously
- III. Public Comments - None
- IV. Discussion/Information Items
 1. *How to use the Outcomes feature in Canvas for assessment*, Carol Zadnik showed the Assessment Committee how a faculty member could locate their outcomes in Canvas and then assess them using rubrics and the gradebook. Right now, the assessments are all set up worth 1 point. This may not work in many situations, so Carol showed how faculty can make their own rubrics with the appropriate point totals. The committee encouraged that training materials be made to walk faculty through the process.
 2. PLO assessment in CurricUNET META and other Governet items. A. Obegi was informed that an ad hoc report is not possible to see which SLOs link to the Ethics ILO. They said they would perform a query.

In regards to PLO assessments, A. Obegi met with outgoing AS president Michael Wyly, incoming AS president LaNae Jaimez, and program review coordinator Ferdinanda Florence to talk about Governet's structure of department SLO assessments. As designed, faculty would need to create a department SLO for each mapped SLO that would then be used for the PLO assessment. This is not how the Assessment Committee envisioned it/requested it from Governet. The group talked about the strengths and weaknesses. The primary strength is that it would increase collaboration and discussion among faculty. However, the group felt the weaknesses outweighed the strengths. It is a huge increase in workload, and without two required flex days each semester and without department coordinators it would be difficult to accomplish this task. Also some departments would be dependent on other departments to do their assessments before their PLOs could be analyzed. The group agreed that dialogue could still take place with SLOs mapped directly to PLOs.

After the meeting, A. Obegi called Governet to tell them how we want the PLO assessments structured (essentially, how we originally requested it, without departmental SLOs). We are currently awaiting module development.

3. *Adjunct pay form.* The committee agreed there should be two separate forms for program review and all other additional pay per contract language. We thought every type of eligible pay should have its own category to describe the work completed. It seemed appropriate that the dean served as the signatory since pay could be for such things as attendance at division meetings, and they will have access to who has completed assessments in META. It was agreed that the contract language should be added to the form to make it clear how moneys are allotted. A. Obegi agreed to create a draft of the form and send it to VPAA Williams, Union President Erin Farmer, Academic Senate President LaNae Jaimez, and Program Review Coordinator Ferdinanda Florence. A. Obegi would suggest to VPAA Williams that the form is shared with deans for feedback.
4. *Emails to faculty and other efforts to meet SLO update goals and get faculty started assessing in META.* A. Obegi has emailed faculty in the School of Applied Technology and Business who have not yet updated their SLOs in META. Updates need to occur before SLOs can be assessed. She will need to update faculty in other schools in the coming week. Coordinators are encouraged to support faculty in this process. Trainings for SLO assessments in META will take place Fall flex.
5. *Assessment committee year-end goals report.* The committee went over the year end goal report. The final report is included at the end of the minutes.
6. *Updates to assessment handbook and training materials.* Over the summer, A. Obegi will update the assessment handbook to include the deans as reviewers, and the revised SLO only change process.
7. *Meeting times and dates next semester, Wednesdays 3 or 3:30?* The committee members who will be returning next year, said Wednesdays at 3:30pm were a good time to meet next year.
8. *Membership.* Thank you to all and a special thanks to coordinators Terri Pearson-Bloom, Randy Robertson, and Cynthia Jourgensen who are stepping down from their coordinator roles and thus will no longer be on the committee next year. Your thoughts, perspective and work to support your schools has been so appreciated! Next year, Darla Williams will serve as the Health Sciences School Coordinator, and Will Martinelli will serve as the Math and Sciences School Coordinator. Cynthia's position has yet to be filled.

Future Tentative Meeting dates for Fall 2018:

Wednesdays

August 22, 2018
September 5, 2018
September 19, 2018
October 3, 2018
October 17, 2018
November 7, 2018
December 5, 2018

Academic Senate & Subcommittee Committee Goals for Academic Year 2017-2018

Committee Name: Assessment Committee

Committee Roles and Responsibilities: The assessment committee is charged with overseeing outcomes assessment at Solano College. The committee recommends assessment policy and trains faculty in the implementation of that policy. The committee works under the oversight of the Academic Senate and the VPAA.

ACCJC Standard(s) Addressed:

X Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

X_ Standard II: Student Learning Programs and Support Services

___ Standard III: Resources (Human, Physical, Technology, Financial)

___ Standard IV: Leadership and Governance

Committee Members: Amy Obegi (Faculty Coordinator and Social and Behavioral Sciences), Rachel Smith (Liberal Arts), Randy Robertson (Math/Science), Terri Pearson-Bloom (Health Sciences), Cynthia Jourgensen (Applied Technology and Business), Kimberly Ramos (Counseling), David Schrupf (adjunct)
Ex Officio: Vice President of Academic Affairs (or designee) Peter Cammish, Dean of Research and Planning typically attends, Academic Program Review Coordinator or designee Ferdinanda Florence, Curriculum Committee Chair, Jim DeKloe or designee.

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members.

Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative / Goal	Description for this Initiative / Goal
1	Create CurricUNET META Assessment training materials and hold workshops in the use of the system	Flex presentations by Governet and the Assessment Coordinator on the use of META. Coordinators attend school meetings to support faculty in the use of META. Additional meetings are held as warranted.
2	Open-office hours and other individualized trainings meetings to support faculty with META	Hold weekly open office hours and schedule meetings with departments as needed to update SLOs, Success Criteria, and map GELOs/ILOs in META.
3	Keep faculty informed about assessment related information	Create monthly newsletters to update faculty on Assessment news and provide assessment guidance/support.

4	Update the Solano College Assessment website	Upload all new assessment materials online. Create audiovisual materials to assist faculty. Decide which of the old materials should be kept online.
5	Design interface for CurricUNET PLO assessment module	The committee must design and then work with Governet to create the interface of the PLO assessment module
6	Update the adjunct faculty pay form to reflect use of META	Work with J. Leary to update the adjunct faculty pay form to reflect use of META
7	Provide feedback and approval on CurricUNET for faculty making SLO changes.	Read and provide feedback/approval for SLO only changes made in CurricUNET. Attend curriculum committee technical review meetings as needed.
8	Train faculty in PLO assessments	Create training materials and provide workshops/guidance on how to assess PLOs in CurricUNET.
9	Schedule and hold spring flex trainings on GELO and ILO assessments	Choose 1 GELO and 1 ILO as a quality focus discussion for GELOs and ILOs.
10	Work with accreditation team to comply with all assessment related directives and to supply any needed data for self-study report	Meet with accreditation chairs to determine how the assessment committee can support accreditation self-study team. When deficits are noted, work with the coordinators and committee to find solutions.
11	Assessment Training for Committee Members	Find appropriate training opportunities and funding for committee members to increase assessment knowledge

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

Year End Committee Evaluation Report for Academic Year 2017-2018

Part 1 Accomplished and In Progress Initiatives: Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members.

Assessment of committee progress is integral to SCC's continuous improvement process.

	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Create CurricUNET META Assessment training materials and hold workshops in the use of the system	C	Training materials were created and posted online for SLO updates, SLO assessments, and PLO mapping. Numerous trainings were held for META during fall and spring required and optional flex days. Recommend: Continue to conduct trainings during upcoming flex days
2	Open-office hours and other individualized trainings meetings to support faculty with META	C	Open office hour were held on multiple dates throughout the academic year, and the assessment coordinator and school coordinators met with individual faculty to assist them in how to input SLOs into META, how to assess SLOs, and how to map PLOs. Recommend: Continue to hold open office hours and individualized trainings with faculty and at school meetings.
3	Keep faculty informed about assessment related information	C	Assessment newsletters, volumes 9-18 were disseminated and posted online. Assessment information was also disseminated through coordinators at school meetings and in emails. Assessment information would also be reported in the AS newsletter. Recommend: Continue efforts to share assessment information through multiple avenues
4	Update the Solano College Assessment website	C	The website has current information including the assessment handbook, training materials, and links to META. Recommend: Continue to update the website as needed.
5	Design interface for CurricUNET PLO assessment module	IP	The assessment committee worked throughout the academic year to design the PLO assessment module. Governet was slow to make progress and communicate requirements of interface. There are several challenges the committee is still grappling with. The goal is the make the interface user-friendly to faculty
6	Update the adjunct faculty pay form to reflect use of META	C/IP	The adjunct pay form was updated to include transition to META and was posted online early Fall 2017. However, due to the new contract, the form needs to be adjusted as program review, assessment and other outside activities come from the same pot of money and need to be on the same form. A draft has been created and will be rolled out soon. Recommend: Complete new form no later than the start of fall 2018 semester.

7	Provide feedback and approval on CurricUNET for faculty making SLO changes.	C	The assessment coordinator reviewed SLO only changes, course modification, new courses, and program modifications in META and provided feedback as needed. Because the whole campus needed to transition to META, this constituted 700-800 course. The assessment coordinator also attended technical review meetings of the curriculum committee to provide feedback on assessments. Recommend: Assessment coordinator review be a regular part of the curriculum committee approval workflow
8	Train faculty in PLO assessments	IP	Training materials will be designed after the PLO assessment module is complete, likely 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	The Assessment Coordinator reviewed accreditation self-study documents, provided pertinent evidence, and met the visiting accreditation team. ACCJC finds relevant to assessment were shared with the campus in Solano College Assessment News
11	Assessment Training for Committee Members	C	The Assessment Coordinator attended the ASCCC Assessment Symposium in February 2019. The committee held occasional trainings during regularly scheduled assessment meetings on how to support faculty, on Portfolium, and on Canvas/Outcomes. Recommend: 1) Assessment training for new coordinators at the beginning of the term and 2) more committee members attend the ASCCC symposium
12	Update Assessment Calendar	C	In an effort to support faculty making the transition to META, a new assessment calendar was approved by Academic Senate on 11/13/17.
13	Establish guidelines for SLO assessment approvals in META	C	Deans were made "approvers" in META. Guidelines for the review process was reviewed by the Union and approved by the Academic Senate April 2018.
14	Support the integrated planning process	IP	The Assessment Coordinator attended meetings on the development of a more cohesive integrated planning process. Final processes have not been put in place. Recommend: Develop reports to disseminate information to administration, discipline faculty, and deans based on SLO assessments. Work with the program review coordinator to integrate assessment with PR in a new CurricUNET module

15	Work with Governet to troubleshoot issues with META and to increase user friendliness	IP	The Assessment Committee responds 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 assisted faculty to get all SLOs updated in META during the fall term. Math and Sciences was awarded a catered lunch Spring 2018 for having the highest rate of completion. The school of Math and Sciences is 100% complete; the school of Social and Behavioral Sciences, Counseling, Health Sciences and Liberal Arts are nearly complete; the school of Applied Technology and Business still has a significant number to complete

Part 2 Unaccomplished Initiatives: Identify the initiatives this Committee has undertaken in the Fall 2016 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Design interface for CurricUNET PLO assessment module	Governnet was slow to make progress and communicate requirements of interface. There are several challenges the committee is still grappling with (including whether departmental SLO assessments must be required). The goal is the make the interface user-friendly to faculty with the ultimate goal of student success.	The assessment coordinator set-up biweekly meetings with Governnet and will work throughout the summer to present the committee a model of the interface at the start of the fall semester. The site needs to be ready for faculty no later than the start of spring 2019 for PLO assessments.
2	Update the adjunct faculty pay form to reflect use of META	New contract necessitated a new form	Finalize the new form to be ready for fall flex
3	Train faculty in PLO assessments	Creation of the PLO assessment module, and the need to have PLOs mapped, and SLOs assessed and inputted in META before PLO assessments can take place	Faculty assess SLOs spring 2018 and Fall 2019, and map their SLOs to their PLOs not later than Fall 2018. Training materials will need to be created once the interface and process is finalized.
4	Schedule and hold spring flex trainings on GELO and ILO assessments	Needed to focus faculty's time on SLO inputs and SLO assessments as the first priority. A proposal for an ILO flex training was submitted	Hold ethics and assessment ILO roundtable at the optional flex day, Fall 2018. Evaluate efficacy and hold additional dialogue sessions in the future
5	Work with Governnet to troubleshoot issues with META and to increase user friendliness	Governnet was not always quick to remediate problems and required multiple attempts.	The Assessment Committee is responding to issues that arise in META. Communication with Governnet is on-going to try to rectify problems.
6	Get all SLOs updated in META which includes success criteria, and ILO/GELO mapping	Time for faculty to complete. This was particularly the case for the school of Applied Technology and Business who were also undergoing program review.	The SLO only button was reinstated, May 2018 to help make the workflow of updates more efficient. Full-time faculty that have courses not yet inputted into META were emailed May 2018

7.	Support the integrated planning process	IP	The Assessment Committee and data generated from SLOs and PLOs assessment in META will inform the integrated planning process. However, administration must solidify procedures for utilization of an IPP in resource allocation for the college as a whole.
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Part 3: Complete the self-assessment narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

While the college and assessment committee still have significant work to meet our assessment goals, the Assessment Committee labored hard this academic year to support faculty in the transition to our new assessment database, CurricUNET META and to support the accreditation work of the college.

- 1) The assessment committee worked diligently, meeting twice a month and always making quorum. The assessment coordinator is grateful for the work the committee members did to help the college meet its assessment goals
- 2) Representatives from Governet were invited for Fall 2017 flex to train faculty in the new database. The Assessment Committee provided step-by-step training materials that were also made available online. Trainings were held on flex days, at open office hours, in division meetings and on a one-on-one basis by the assessment and school coordinators. While we didn't get to 100% completion for all SLO updates in META for the whole college, we made significant headway.
- 3) The assessment coordinator took on new responsibilities this year – “approver” in the workflow for SLO and PLO updates and changes in CurricUNET. This created a new opportunity for dialogue about how to write and measure student learning outcomes. The coordinator also attended technical review meetings to further review assessments.
- 4) The college was kept informed about assessment related matters through the monthly newsletter: Solano College Assessment News
- 5) The assessment committee worked with Governet to remedy problems that arose in the assessment database and to construct a PLO interface. The PLO interface hit significant roadblocks this semester, and will need continued work to become pragmatic for our college.
- 6) The assessment committee worked with representatives from curriculum committee, program review, academic senate, flex committee, distance education, the accreditation team, the faculty union, and administration this year to create assessment policy and practices that meet assessment goals of the college and requirements put forth by our accrediting body.

The Assessment Committee word judiciously and has a lot to be proud of.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

We can work more closely with administration to make sure faculty have the time and training to get their assessment work completed.

- How effective was the committee in completing its initiatives?

We were mostly effective with significant progress in the first step of the transition to META (SLO updates including success criteria and GELO/ILO mapping). The main obstacles have been getting the PLO module designed as we envision. There have been delays and miscommunications with software developers at Governet.

- How might the committee improve its effectiveness in regard to completing initiatives?

The coordinator recently set-up biweekly conference calls with Governet and these should be continued. Trainings for new school coordinators will need to be completed, so coordinators feel comfortable supporting their faculty in achieving assessment goals. We may also need to work more closely with the VPAA if we continue to hit roadblocks in module construction.

- How effective was the committee in impacting student success?

SLO assessments are designed to get faculty thinking about what can be done in terms of teaching and learning to promote success. Once we have multiple rounds of assessments in META, we will clearer data about the impact planned actions had on student success. It is also our hope that data generated on observed needs with help guide resource allocation.

- How might the committee improve its effectiveness in regard to impacting student success?

Provide time, space, and opportunity for faculty to dialogue about teaching and learning as it promotes student success. The goal is a culture of inquiry rather than just compliance.

- What resources are needed to assist the committee in meeting its initiatives?

A second required flex day every term that gives faculty time to complete assessments, discuss results, and strategies to improve teaching and learning.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

We need to add an administrative representative on the committee. The VPAA hasn't been attending, so it will be important to have an administrative voice. A dean will be invited to attend the meetings next year.

- What topics should be addressed by the committee next year?
 1. 100% completion of SLO inputs in META, with success criteria and GELO/ILO mapping

2. SLO assessment inputs in META with training for faculty
 3. PLO mapping and assessment with training for faculty
 4. Start cycle of GELO, and ILO assessment, including discussions and round table discussions about GELOs and ILOs.
 5. Brainstorm ways to increase dialogue across campus about assessment finding as they relate to student success and quality teaching and learning
 6. Help facilitate the development and implementation of a campus wide integrated planning processes based on assessment data
 7. Collaboration with the program review committee on the program review module in META
 8. More student involvement in outcomes assessment
 9. Hire and train a new assessment coordinator
- Are there additional roles or responsibilities this committee should be addressing?

No

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

Next year we will be able to generate reports that shows how faculty believe the college can support student success on outcomes. This information will provide a lot of data and collaborations between committee, service areas, etc. In the meantime, we do know that faculty have a lot on their plates and workload is an issue. We would like to see the faculty union negotiate a 2nd required flex day every semester that is intended JUST for assessment work. This time would go a long way to facilitate increased collaboration among discipline faculty and increased outputs. We will continue to work with program review, curriculum committee and the academic senate to integrate assessment processes