ASSESSMENT COMMITTEE

Solano Community College
Minutes – August 16, 2017
3:30-5:00pm, Room **902**

In Attendance: Amy Obegi, Peter Cammish, Rebecca Estes, Ferdinanda Florence, Cynthia Jourgensen, Terri Pearson-Bloom, Randy Robertson, and Rachel Smith.

I.   Approval of Agenda
II.   Approval of Minutes (N/A)
III.   Public Comments

IV.   Discussion/Information Items:

1. *Welcome and Introductions*; the committee members introduced themselves.

2. *Updates*:

    Summer work – Over the summer, committee members piloted the use of META and provided recommendations to remedy some glitches. Jacob Williams was hired to input assessment from 2016-2017 into the "old" SLO drive. A. Obegi made improvements to the Assessment handbook, and created a training guide for assessments in META. The College website was updated with the new materials.

3. Goals for the 2017-2018 Academic Year – The committee reviewed the 2017-2018 Assessment Committee goals. They will be sent to the Academic Senate for review (goals are attached).

    Our principle goals this semester is to get SLOs, success criteria, and GELO/ILOs mapped into META. Coordinators want to support faculty in getting this goal accomplished by providing trainings and one-on-one support.

    Terri suggested we support the training of committee members by reviewing a few SLOs and success criteria to share our ideas about what quality looks like. She also suggested that we use the Bib lab and work with the Academic Success and Tutoring Center to host the META open office hours. A. Obegi will plan to meet with George Olgin, LaNae Jaimez, and Terri Pearson-Bloom to see if a partnership can be worked out.

4. Assessment Newsletter: The committee felt comfortable sending out the assessment newsletter. It was suggested on the second page information about accessing the old SLO database and assessments in the dropbox be added.

Future Meeting dates for Fall 2017:

August 16th
August 30th
September 6th
September 20th
October 4th
October 18th
November 1st
November 15th
December 6th

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 oversite 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 Schrumpf (adjunct), Ferdinanda Florence (Program Review).

Ex Officio: Vice President of Academic Affairs (or designee), Academic Program Review Coordinator or designee, Curriculum Committee Chair or designee. This semester Amy Obegi is representing program review during the fall, and Ferdinanda Florence in the spring.

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.