ASSESSMENT COMMITTEE

Solano Community College
Minutes – August 22, 2018
3:30-5:00pm, Room **902**
Meeting called to order at 3:38

In Attendance: Amy Obegi, Derek Lam, Shirley Lewis, Will Martinelli, Kimberly Ramos, Rachel Smith, Darla Williams

I. Approval of Agenda, 1st D. Williams, 2nd W. Martinelli, approved unanimously
II. Approval of Minutes – N/A
III. Public Comments -None

IV. Discussion/Information Items

1. *Welcome and Introductions* – The committee introduced themselves. This year we have three new school coordinators (Will Martinelli for Math and Sciences, Darla Williams for Health Sciences and Karen Cook for Applied Technology and Business), a new adjunct rep (Derek Lam, History), and a new administrative rep (Shirley Lewis, Dean of the Vallejo Center). Damany Fisher, the interim Dean of Reseach and Planning, stopped by to introduce himself.

2. *Assessment Committee 2018-2019 Goals.* The committee's goals for the coming year were reviewed (see below). A motion was made to move the goals to an action item. The motion carried and the goals were approved. They will be forwarded to Academic Senate.

3. *Training on Assessment Procedures and Ways to Support School Faculty*
A. Obegi reviewed the process for the three main goals of the academic year. They are 1) All SLOs need to be inputted in META. This was supposed to have been completed last year, but there are many courses that aren't inputted. A. Obegi is working on a list so coordinators can work with their faculty to get these inputted. It is essential they are inputted through SLO only updates, or the SLOs cannot be assessed. 2) All courses need assessments by the end of the academic year. It was suggested we have another contest to incentivize this work. 3) Have programs create modifications to input map their SLOs to their PLOs. Ideally if this work is done by November 1, 2018 it will make it into next year's catalog. Coordinators are encouraged to support their faculty as much as possible. A newsletter will be sent out to faculty highlighting goals 2 and 3. Training materials are posted on the website.

4. *Update on Adjunct Pay Form*. At the end of the spring term the assessment committee created a new form for adjunct SLO pay due to changes in the contract. The new contract allows for 7 hours of additional pay for adjuncts which could include SLOs, department meetings, and professional development. The form was given to the VPAA, Union president and Academic Senate President in May for review. Without response it was resent twice during the summer. The VPAA's office is now working on it, in consultation with deans and admin assistants. The form is currently being vetted by HR. The new form requires a dean's signature rather than the assessment coordinator's signature. A. Obegi will keep the committee updated as we learn more. In the meantime we will need to request the old form is removed from the SLO website.

5. *Next week: PLO assessment module and questions for roundtable ILO discussion on ethics*. Next week the assessment committee will focus on the PLO assessment module design which was a major focus of the 2017-2018 committee's work. Over the summer Governet completed a mock-up. It will be an action item on the next agenda. The committee will also brainstorm the format of the flex ethics round table discussion.

6. *Times for meetings next term*. K. Ramos suggested making a doodle poll to determine that time that would work best for committee members to meet in the spring. Since the committee is predominately made up of new members, the Wednesday afternoon time is not necessarily best, conflicting with some teaching schedules. A. Obegi agreed to create the poll and send it out. The committee thought Monday, Tuesday, or Wednesday afternoons might be best. The goal is to make a decision soon so that faculty members can plan their spring teaching schedules accordingly.

V.   Action Items
   a. *Assessment Committee Goals for 2018-2019*. A motion was made by A. Obegi to approve the 2018-2019 assessment committee goals as written. 1st by D. Lam, 2nd by W. Martinelli. Approved unanimously

Meeting dates for Fall 2018:

Wednesdays 3:30-5:00pm

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 2018-2019

Committee Name: Assessment Committee

Committee Roles and Responsibilities: To provide institutional support and guidance on academic outcomes assessment including student learning outcomes (SLOs), program learning outcomes (PLOs), general education learning outcomes (GELOs), and institutional learning outcomes (ILOs). The committee helps shape institutional policy regarding assessment; supports faculty in the completion of timely, quality assessments; helps faculty create quality outcomes and tools for measuring them; disseminates information about outcomes assessment to support student success and the College's integrated planning process.

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 (Assessment Coordinator and Social and Behavioral Sciences), Rachel Smith (Liberal Arts), Will Martinelli (Math/Science), Darla Williams (Health Sciences), Karen Cook (Applied Technology and Business), Kimberly Ramos (Counseling), Derek Lam (adjunct rep), Ferdinanda Florence (Academic Program Review Coordinator or designee), Jim DeKloe (Curriculum Committee Chair or designee).

Ex Officio: Shirley Lewis (Vice President of Academic Affairs or designee), Damany Fisher, Dean of Research and Planning

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	Achieve 100% completion of SLO inputs in META, with success criteria and GELO/ILO mapping	Identify courses whose SLOs have not been inputted in META. Coordinators work with faculty to create SLO only change forms to update no later than Fall 2018
2	SLO assessments completed and inputted in META for all courses	All SLOs in all courses need to be assessed and inputted into META this academic year (2018-2019). Coordinators will work with faculty to identify which courses will be assessed in the fall and the spring by whom. Trainings will be held at fall and spring flex workshops, at division meetings, and in coordination with the ASTC. Training materials are posted online. We will try to obtain finances for an SLO assessment contest to award completers by discipline.

3	Faculty complete PLO mapping for all programs with training for faculty	All courses must have their mastery level SLOs mapped to the PLOs in META in order to assess them in the 2019-2020 academic year. Mapping requires a program modification, so faculty are encouraged to do this before the Nov. 1, 2018 curriculum committee deadline. Coordinators will work with faculty to complete mapping. Trainings will be held at fall and spring flex workshops, at division meetings and in coordination with the ASTC. Training materials are posted online.
4	Complete design interface for CurricUNET META PLO assessment module	The committee will review the draft of the PLO assessment model in META and make any recommended changes. The PLO Assessment module will go live Fall 2018.
5	Keep faculty informed about assessment related information	Create monthly newsletters to update faculty on Assessment news and provide assessment guidance/support. This year, information will be disseminated online and by hard copy.
6	Provide feedback and approval on CurricUNET for faculty making SLO changes.	The Assessment Coordinator will provide assessment feedback/approval for all SLOs and PLOs curriculum proposals in CurricUNET META. This includes SLO only changes, course modifications, new courses, and program modifications. The Assessment Coordinator will attend curriculum committee technical review meetings.
7	Start a new cycle of GELO and ILO assessments, including discussions and round table discussions about GELOs and ILOs.	One GELO and one ILO will be designated as a quality focus discussion by faculty as part of GELOs and ILO assessment. Round table discussions will be held fall and spring flex on optional days.
8	Collaborate with the program review committee on the program review module in META	Provide feedback on the design of the PR module in META to the Program Review Committee.
9	Help facilitate the development and implementation of a campus-wide integrated planning process based on assessment data	Reports will be generated at the end of the year, pulling SLO assessment data related to planned actions. This data will be shared with administration to document perceived need. Meet with the VPAA and others to facilitate planning.
10	Provide assessment training to coordinators and plan for a smooth transition to hire and train a new assessment coordinator for the 2019-2020 academic year.	In-house trainings will held to support new and existing coordinators. Committee members will be encouraged to attend the statewide Academic Senate SLO symposium in February.
11	Work with DE committee as appropriate to support use of outcome tools in CANVAS	Consider rubric and outcome trainings in CANVAS to give faculty additional tools for evaluating SLO assessments