



Assessment Committee
Approved Minutes
January 17, 2019
Room 902 Conference Room
11:30am – 1:00 pm

1. Call to order	Assessment Committee Coordinator Andrew Wesley called the meeting to order.
2. Roll Call	<p>Andrew Wesley (Committee Chair), Amy Obegi (School of Behavioral Science, Faculty), Darla Williams (School of Health Science, Faculty), Karen Cook (School of Applied Technology and Business, Faculty), Kimberley Coulter (Counseling), Peter “Tony” Zitko (School of Behavioral Science, PT Faculty Representative), Shirley Lewis (Dean, Vallejo Center), Will Martinelli (School of Math and Science, Faculty).</p> <p>Absent: Erin Duane (Curriculum Representative), Ferdinanda Florence (Program Review Representative), and Rachel Smith (Liberal Arts, Faculty)</p>
3. Agenda approval	Darla Williams motioned to approve the agenda of Jan 17, 2020 as presented. It was seconded by Tony Zitko. The motion was approved unanimously.
4. Approval of Minutes	Karen Cook motioned to approve the minutes of January 22, 2019 with a correction. It was seconded by Will Martinelli. The motion was approved unanimously.
5. Comments from the Public	There were no comments from the public.
6. Assessment Coordinator Update	A. Wesley. Discussed the current state of eLumen.
6.1 eLumen follow-up questions from previous meeting.	The majority of this portion focused on the state of eLumen. Currently, all courses and rosters have been uploaded onto both the test and production sites. A. Obegi began a discussion of the “contractual” obligation for assessment completion and correctly guided A Wesley to the actual wording within the contract. It was decided to follow the previous recommendation of the AC that faculty complete three assessments if possible. D Williams also suggested making a plea to faculty to complete as many assessments as they are willing to in order to generate data within eLumen.
7. Discussion/Information/Action Items	7.1 A. Wesley discussed the need to create a separate grading scale in eLumen for the Nursing program. It was expressed that the criteria in the Nursing program did not correlate to either the 4 or 10 point scales the AC had created. This lead to a larger discussion on scales and the conclusion that in addition to Nursing, a singular scale would not suffice for every other department. It was determined that the AC coordinators would return to their divisions and solicit feedback as to which scale would better address the needs of particular departments. There may be a need to create more specific scales as was done for Nursing. The committee also discussed the need/desire to include the N/A option in the scales to which A. Wesley obliged on the spot.
7.1 Nursing grading scale	
7.2/3 March Flex and eLumen training	7.2/3 A Wesley expressed the desire to hold two flex trainings during the March event. D. Williams mentioned a February event and there is a possibility of holding a training then as well. The committee suggested that A. Wesley attend the various division meetings to discuss the assessment implementation as well as remind the faculty that they may need training for the eLumen. Most visits will occur at either the February or March meetings.

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| 7.4 eLumen testing | 7.4 A.Wesley discussed the committee completing the default assessments for their Fall 2019 courses. Default assessments were sent out to the departments each member is a part of. In addition, the self-reflection template was also distributed. It was determined that the members could complete their assessments on their own if they wish but we are also agendizing the process in our Feb meeting. |
| 8. Upcoming Items | The Feb meeting will consist mostly of the AC completing their Fall 2019 assessments and preparing for March Flex. |
| 9. Adjournment | Darla Williams motioned to adjourn. Will Martinelli seconded the motion. The motion carried unanimously.

Future meetings: Feb 21, Mar 6, Mar 20, Apr 3, May 1 |

ALL MEETINGS WILL BE HELD FROM 11:30 AM-1:00 PM IN ROOM 902 UNLESS OTHERWISE NOTED