



Assessment Committee

Approved Minutes

November 22, 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), 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), Rachel Smith (Liberal Arts, Faculty), Will Martinelli (School of Math and Science, Faculty).</p> <p>Absent: Amy Obegi (School of Behavioral Science, Faculty), Erin Duane (Curriculum Representative), Ferdinanda Florence (Program Review Representative), and Shirley Lewis (Dean, Vallejo Center)</p>
3. Agenda approval	Rachel Smith motioned to approve the agenda of Nov 22, 2019 as presented. It was seconded by Darla Williams. The motion was approved unanimously.
4. Approval of Minutes	Tony Zitko motioned to approve the minutes of October 11, 2019 as presented. It was seconded by Karen Cook. 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.	
7. Discussion/Information/ Action Items	The committee spent the majority of the meeting discussing questions for the eLumen “Self-reflection Templates”.
7.1 eLumen: Reflection Template	7.1 A. Wesley presented the Default Reflection that will be used for the Default End-of-Term SLO Assessments. To alleviate some of the concerns expressed, the total amount of questions was reduced from eight to six. The three original questions concerning equity have now been reduced to one: EQUITY: What steps have you taken to ensure equity in your pedagogical approach for this course? The committee approved the reflection and A. Wesley will forward them on to Senate for final approval.
7.2 eLumen: Quick Guide	7.2 The bulk of the discussion revolved around the Quick Guide and the default assessment it referenced. The brochure will supplement the eLumen Assessment for Beginners Training. This was an animated discussion that led to changes in the title and description of the assessment. The many justification was to leave things open to allow for faculty to determine how they determine their individual SLOs in the corrective scoring within the assessment rubric. The title is now: End-of-Term SLO Assessment. The description is: EQUITY: What steps have you taken to ensure equity in your pedagogical approach for this course? The committee approved the brochure with A. Wesley completing the necessary changes and additions that were requested. It will also be forwarded to Senate for Final approval.
7.3 eLumen: Committee Testing	7.3 The committee had been planning to test the default assessment with their individual classes before the end of the semester. However, the plethora of SCC courses have yet to be fully approved in eLumen and therefore we will not be able to test. It was determined that everything “should” be ready to test at the beginning of Spring 2020. eLumen does allow us to back date to Fall 2019. We will test the assessment process then. It was also decided that these will be official assessments completed in Production rather than Test. The committee felt this is the best solution and it will also provide some data for Fall 2019. Once courses have been fully inputted A. Wesley will send out the Default Assessment to the entire committee. R. Smith requested courses be added manually so she could work in eLumen. A.Wesley agreed.
7.4 eLumen: Training	7.4 A.Wesley discussed the January 10, 2020 Flex Training. This will be mandatory for the committee as this is their first real training. Other faculty can attend as well. *Finally, in discussing eLumen as a whole K. Cook requested the following statement to be recorded in the minutes: Working in the eLumen curriculum module can be a “pain in the ass”.
8. Upcoming Items	A.Wesley discussed working on the larger handbook over the Winter break (removing Meta and inserting eLumen).
8.1 TBA	Darla Williams asked about the Spring meetings as it was decided to move them to the 1 st and 3 rd Friday. A.Wesley said he would send out the calendar invites ASAP.
9. Adjournment	<p>Before adjournment A.Wesley thanked the committee for their support and patience throughout this transition period knowing they were all on the committee the previous three years working on a now replaced platform.</p> <p>Karen Cook motioned to adjourn the meeting. It was seconded by Will Martinelli. The meeting adjourned.</p>

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