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

Mid-Year Committee Evaluation Report for Academic Year 2018-2019

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	Achieve 100% completion of SLO inputs in META, with success criteria and GELO/ILO mapping	IP	Coordinators are still working with faculty to get all SLOs inputted into META. There are a number of courses that still have not been updated in META
2	SLO assessments completed and inputted in META for all courses	IP	Some faculty have inputted their assessments, most will complete after the fall semester and spring semester ends. Training sessions were held on how to input assessments on the August and October flex dates
3	Faculty complete PLO mapping for all programs with training for faculty	IP	We have had several programs complete their PLO mapping (for example – not complete list): Psychology, Welding, Child Development, History, Aeronautics, Engineering, Physics, Math, Chemistry, Foreign Language, ASL, Anthropology, etc. There are many more programs that still need to complete. Training sessions were held on PLO mapping on the August and October flex dates, and the Assessment Coordinator met individually with many faculty to complete the mapping. Coordinators will continue to work with programs in their divisions to get this work completed.
4	Complete design interface for CurricUNET META PLO assessment module	IP	We will review a final design (hopefully) at the first spring committee meeting. A. Obegi continues to work with Governet on this goal.
5	Keep faculty informed about assessment related information	IP	Newsletters were disseminated in August, September and October. School coordinators update faculty on assessment at school meetings and the Assessment Coordinator provides updates at Academic Senate
6	Provide feedback and approval on CurricUNET for faculty making SLO changes.	IP	The Assessment Coordinator reviews all SLOs and PLOs that are submitted in CurricUNET META as new courses, modifications, new programs or program modification. She also attends all Curriculum Committee Tech Review meetings. She has worked individually with faculty who need assistance.
7	Start a new cycle of GELO and ILO assessments, including	IP	During the October flex day, a roundtable discussion was held on the ILO of Ethics. It was a robust and engaging discussion on the role of ethics in our disciplines and how

	discussions and round table discussions about GELOs and ILOs.		to assess ethics. However, the discussion only included about 10 faculty members. The Assessment committee decided to revisit the topic at a spring flex event as we believe it is important. A new ILO will be introduced for discussion next academic year.
8	Collaborate with the program review committee on the program review module in META	IP	These discussions will take place as needed during spring semester 2019
9	Help facilitate the development and implementation of a campus-wide integrated planning process based on assessment data	IP	These discussions will take place as relevant during spring semester 2019
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.	IP	The job description was requested and obtained from VPAA Williams (via Human Resources). The Assessment Coordinator will review for changes, get committee input, and then return to VPAA Williams. The goal will be to hire mid-semester, Spring 2019.
11	Work with DE committee as appropriate to support use of outcome tools in CANVAS	IP	We have not yet coordinated with DE on this goal
12	Analyze alternative assessment management platforms	IP	Per VPAA William's initiative, the Assessment Committee will review ELumen as an alternative assessment database to CurricUNET

Year End Committee Evaluation Report for Academic Year 2018-2019

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

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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			
2			
3			

Part 3: Complete the self-assessment narrative:

Self-Assessment

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

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

- How effective was the committee in completing its initiatives?

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

- How effective was the committee in impacting student success?

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

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

Recommendations

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

- What topics should be addressed by the committee next year?

- Are there additional roles or responsibilities this committee should be addressing?

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