

**ASSESSMENT WORK GROUP
APPROVED MINUTES
April 27, 2012**

Members Present: Beth Bailey, Jason Wohlstadter, Steve Aristotelous, Pedro Mendez, Lorena Dorn, James Todd, Chad Redwing, Bonnie Hunt, Charles Mullins, Adrienne Peek, Jennifer Hamilton

Members Absent: David Baggett, Kamran Payvar, Kimberly Christensen, Gerald Wray, Teryl Ward, Kathleen Ennis, John Sola, Antoinette Herrera

I. Review of Minutes:

The Assessment Work Group members reviewed and approved the April 20, 2012 minutes.

II. Program Level Outcome Check-In:

The work group discussed Program Learning Outcomes. Heather Townsend gave an update on programs that are still in need of learning outcomes. The group is close to achieving 100% of programs with program learning outcomes submitted. The work group is currently at 96% of their goal. Heather announced that there are a total of five programs still in need of program learning outcomes. Adrienne stated that we need to also assess these programs. Adrienne suggested that Class Climate software be used to aid in assessment activities. Group members commented that James Dorn had previously given the work group a presentation on the Class Climate software for purpose of assessment.

III. Course Level SLO 2011 Submission Check-In:

Jason Wohlstadter asked if Pedro could send the updated word file for assessment data input. Pedro said that he could send the document out to work group members as soon as possible. In the last Assessment Work Group meeting, James Todd asked to see a list of all inactive courses this year. Heather provided the list of inactivated courses to group members. Adrienne explained the course inactivation process from a Curriculum Committee perspective. Adrienne stated that when you deactivate a course, the only thing that happens is the course is taken out of the catalog. Adrienne said that the curriculum remains, and the course can easily be reactivated. Adrienne stated that the important thing for faculty to be aware of, when it comes to inactivating courses, is to not have a course published in the catalog that is not being offered. If a course is in the catalog and is not being offered, that is misleading advertising. Jason asked Pedro to double check Lit and Lang's course learning outcomes from 2010. Jason said that the data seemed to look inaccurate, and needed to be verified. The work group discussed the CSU-GE and IGETC programs. Group members discussed assessment measurement for the two programs. Beth Bailey asked, "Isn't measurement for these programs, transfer?" Adrienne said that measurements of these are assessment of all of the general education Outcomes. Pedro stated that the assessment of CSU-GE and IGETC programs may take some time. We currently do not have a researcher. Pedro said that our researcher, which is currently a vacant position, would have been the one to let us know if these degrees have even been awarded to any students. Beth Bailey offered to work with Lorena Dorn to find out information on how many and if any, CSU-GE and IGETC degrees were awarded to students. Charles Mullins asked if there were any schools that have assessed and have a process in

place for assessing CSU-GE and IGETC. Adrienne suggested that the group look at how Cabrillo College has assessed these programs, because they have been declared proficient.

IV. Assessment Coordinator Discussion:

Pedro reported that he had not spoken with Dr. Fay since the last Assessment Work Group meeting regarding the Assessment Coordinator position. Pedro reiterated the conversation from last week that the group had with Dr. Retterer and Dr. Fay. Pedro reminded the work group that Dr. Retterer had stated she would incorporate clerical support for the Assessment Coordinator position. Adrienne stated that clerical support has already been in place, and is a part of the Academic Senate Secretary duties. Pedro reminded the work group members about the previous discussion on the 40% reassigned time. Pedro stated that the work group needs to analyze the charge and scope of work at 40% reassigned time for the position. Charles Mullins stated that this position needs to have someone who has the expertise and ability to deal with the deadlines at hand.

Adrienne distributed a document that was compiled by Jennifer Hamilton and Pedro Mendez. The document outlined the job duties for the Assessment Coordinator position. Jennifer and Pedro had created this document for the benefit of outlining the position details for Jennifer, when she applied for the position. The group discussed the document, and outlined which areas would not be able to be completed, and which areas are most critical to complete at 40% reassigned time. Lorena Dorn added that the document needs to list how students are able to know what the outcomes are. Lorena stated that this was a question the visiting team had asked Student Services. Charles asked which items on the list are deadline issues. Jennifer said that accreditation work is an important deadline item. Adrienne said that the Assessment Coordinator needs to be handling this item right now. Accreditation needs to be worked on over the summer, because we have a site visit in October. The report needs to be written and finalized by September.

Chad stated that it became rather apparent the administration is holding to the 40% reassigned time. Chad listed a few things in need of attention from the Assessment Coordinator position that are doable at the 40% reassigned time:

1. The Report
2. Retraining and Dialogue About Assessment in General
3. Reward Breakfast

Chad stated that what he thinks is outside of the 40% are:

1. Massive PLO and ILO (GELOs) issue outlined in Accreditation Recommendation 2
2. Standards for Assessment
3. System for Capturing Assessment as it Occurs

Chad stated that the three items listed outside of the 40% reassigned time are more of an institutional and administrative item. Adrienne Peek said that her assumption, if the position is filled, that person (right now) needs to develop a general education assessment plan, and a program level assessment plan. Adrienne stated, "The fact of the matter is, the data that we are collecting at the course level does not help us in resource allocation and institutional decision making processes. It is not useful. It is a snapshot of a set of students in a given semester. You need a much bigger sample over a period of time for that data to be meaningful in any way shape or form. What we need is general education assessment and program level assessment. This is what tells us something about our graduates or the

students who are leaving this institution. The bottom line is, the rubric says we use the assessment data to drive institutional decision making. To get from where we are to there, we have to have program and general education level assessment data that speaks to all of our students not just a student in a given course.”

Adrienne stated that a plan to assess programs was in the works a few months ago before the departure of Karen Walters Dunlap and Ken Hart. The plan was to match up assessment and program review so that we assess all of the courses in our programs over a four year period. Adrienne said that the fifth year would have been a meta-analysis of the course level outcomes that have been aligned to the program level outcomes. Adrienne said that the plan was in place but it has come to this.

Adrienne announced that Jennifer Hamilton has withdrawn her name for the Assessment Coordinator position. Adrienne said that Jennifer has decided to work on a grant over the summer that will benefit students. Charles asked Jennifer if she is staying as a member of the committee. Jennifer stated that she will not be an Assessment Work Group representative as well. Adrienne asked if anyone else had an announcement to make. Jason Wohlstadter, Charles Mullins, and possibly James Todd also announced their departure as representatives. A request has been made for Academic Senate to announce the again announce and open the position to faculty. Adrienne asked the work group members if they wanted to revise the position for the announcement. The work group decided to add the 40% reassigned time and revise the deadlines.

Pedro asked the committee, if they were still committed to the Comprehensive Report for this year, due to the vacancy of the Assessment Coordinator position and the upcoming departure of a few representatives. The group discussed the upcoming alterations to the work group. The work group decided to proceed with the submittal of assessment data to Pedro, and cancel the May 3, 2012, meeting. The compilation of the report will have to be postponed until the group has leadership in place with an Assessment Coordinator to coordinate the process.

V. Adjournment:

The meeting adjourned at 3:00 p.m.