



**ASSESSMENT WORK GROUP  
APPROVED MINUTES  
MARCH 16, 2012**

**Members Present:** Adrienne Peek, Gerald Wray, , Jason Wohlstadter, Steve Aristotelous, Pedro Mendez, Antoinette Herrera, Lorena Dorn, James Todd, Kimberly Christensen, Jason Wohlstadter, Chad Redwing, Bonnie Hunt, Jennifer Hamilton, Teryl Ward

**Members Absent:** David Baggett, John Sola, Kamran Payvar, Beth Bailey, Kathleen Ennis, Charles Mullins

**Guests Present:**

I. Review of Minutes:

The Assessment Work Group members reviewed the March 2, 2012 minutes. The minutes were approved without any objection.

II. Announcement: Adrienne Peek announced that the Assessment Work Group Co-Chair, Ken Hart, Director of Research and Planning, is no longer working at Modesto Junior College. The group was notified that a new co-chair must be elected by the Assessment Work Group members. The process in which a new co-chair is elected was discussed. The group felt that it is important for the co-chair to be one that has an administrative role at the college. Jennifer Hamilton suggested that the work group put together a manual for future reference in instances like the group is experiencing now. The group also discussed the setting of terms (staggered) for work group representatives. The work group decided to develop a manual that will codify the group's part in the co-chair process. The process that was decided is the following:

1. Assessment Work Group to elect Assessment Work Group Co-Chair.
2. The Outcomes Assessment Coordinator (faculty member) and Assessment Work Group Co-Chair will sit on the Accreditation/Institutional Effectiveness Committee.
3. Staggered terms need to be defined for representatives.
4. The manual and breakfast awards process will be addressed after the up-coming Comprehensive Report is completed.

After a thorough and lengthy discussion, the group agreed to elect Pedro Mendez, Dean of Technical Education & Workforce Development as the Assessment Work Group Co-Chair. Adrienne also announced that due to her resignation, a job announcement will be emailed shortly to all full-time faculty members for the position of Modesto Junior College Outcomes Assessment Coordinator.

III. Program Learning Outcomes:

A document was distributed to work group members outlining all degrees, certificates and skill recognitions in need of Program Learning Outcomes for placement into the upcoming 2012-2013 Catalog. The group analyzed and discussed the missing Program Learning Outcomes. Several group members had believed that the Program Learning Outcomes for their particular division had been submitted therefore; the list may be incorrect. It was asked of Heather Townsend, creator of the list, to do some more thorough research and report back to group members her findings via email. It was also discussed that each work group representative report to the appropriate persons with the information distributed regarding missing Program Learning Outcomes. Work Group members decided to track down the information that was missing (PLOs) and report that information to Heather Townsend, Recorder or Letitia Miller, Curriculum Process Specialist, for inclusion on the Curriculum Agenda. When and if the Curriculum Committee accepts the added or corrected Program Learning Outcomes, the next step would be to obtain an electronic addendum to be posted for the 2012-2013 Catalog. The goal of the Assessment Work Group regarding Program Learning Outcomes is to have all of the Program Learning Outcomes recorded for degrees, certificates and skills recognitions. It was discovered that currently 67% of all degrees, certificates and skills recognitions in total have Program Learning Outcomes. The group is quickly working to make that percentage change to 100%.

IV. Planning to Address ACCJC Recommendations and Get to Proficient:

Kathleen Ennis had suggested at the last meeting that the ACCJC Recommendation the group is working on, be broken out. Adrienne Peek broke out Recommendation 2 into a list as follows:

- a. The college must ensure that faculty members differentiate between course learning outcomes and course objectives.
- b. The college must establish clear standards for assessing course learning outcomes that will inform course-level curricular and pedagogical improvement.
- c. The college must complete its development of outcomes at the program and institutional levels.
- d. The college must demonstrate that it assesses the outcomes and uses them in college decision making processes to improve institutional effectiveness.

- e. The college must create venues to maintain an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
- f. Student Services must develop and implement student learning outcomes, establish systems of assessment to make improvements in the delivery of its programs and services, and communicate to students these learning outcomes.

Group members discussed and analyzed items a-f. It was noted that Jennifer Hamilton has developed a PowerPoint Presentation that can be viewed by faculty to assist in ensuring that faculty members differentiate between course learning outcomes and course objectives. Several systems were discussed to help define ways to address Recommendation 2. Some of the systems discussed are as follows:

- Black board module
- Flex Course
- Survey system
- Email of current Course Learning Outcomes to individual faculty for pasting into Syllabi
- Pedro Mendez will present a recommendation to IAC to use the backup information (like Program Learning Outcomes) when making decisions regarding the budget at the March 30<sup>th</sup> meeting. This presentation will help in addressing item d. listed above.
- James Todd will bring data to also assist in addressing item d. listed above.

V. Comprehensive Assessment Report:

The Assessment Work Group members discussed the production of the Comprehensive Assessment Report to be presented on May 15, 2012 at the Institutional Effectiveness Assessment Workshop. Pedro Mendez volunteered to be the presenter of the report at the scheduled workshop. Adrienne commented that the fall 2011 assessment data needs to be collected and submitted at the next scheduled Assessment Work Group meeting on April 6, 2012. The data will be analyzed and put into a spreadsheet. It was noted that faculty members can pull the information out of CurricuNET and then save into a word document for representatives.

VI. Adjournment:

The meeting adjourned at 3:12 p.m.