Assessment Minutes 10-12-2018

CALL TO ORDER: by Brent Wilson at 10:33 am.

CHAIRS IN ATTENDANCE: Brent Wilson, Billie Jo Rice

MEMBERS IN ATTENDANCE: Teresa McAllister, Greg Cluff, Kellie Smith, Darrin Elkern, Dana Heins-Gelder, Milena Lilles, Rudy Menjivar, Helen Acosta, Denise Mitchell, Michael Westwood, Lily Pimental, Jana Richardson, Faith Bradham, Isaac Vannasone, Ximena Da Silva Tavares, Pearl Urena, Jordan Rude, Amber Hroch, Stephen Waller.

GUESTS IN ATTENDANCE: None

REVIEW AND APPROVAL OF THE MINUTES:
m/s Michael Westwood, Jana Richardson

Motion passed.

REPORTS:

- Co-Chairs' – Brent- Talked about accreditation results and at this time there are no recommendations. During the process 18 classes were reviewed and 5 of them had problems where SLOs on syllabi did not match in eLumen or objectives were confused with SLOs. It may have been a timing (course revisions are effective in summer term) or Canvas (rolling over old syllabi) issue. Different departments are attempting to solve this problem: The psychology department currently meets with their adjunct faculty to ensure any changes to a COR are made aware to everyone.

    AIQ survey was sent out and please respond.

- Most SLOs are currently mapped to PLOs. Update from Jana on SLO-PLO mapping-it is about 90% completed. Billie Jo thanked FCDC regarding mapping before the accreditation visit. Since some SLOs underwent curricular revision in summer, some SLO-ILO mapping will need to be recaptured. Afterwards, SLO-GELO mapping will be next. We are working with Curriculum Committee to create a worksheet that will be submitted as part of the course revision process in order to have all mappings available when course changes become effective in summer.

- Roundtable-Milena-mentioned that she inherited Janet Fulks's courses that had 9 SLOs for microbiology-and that #7 used the scientific method. In Fall of 2016, Janet used a 6 page document near the end of the semester and realized it didn't work for assessing. The paper (4-6 pages for 50 points) was moved to earlier in the semester, which showed there have been improvements. Additionally, extra credit was offered to students who attended library workshops and the writing center to improve the quality of the papers. Those students who use the tools are doing a better job. Students get a packet to help write the paper. Greg said his classes do something similar after assessing his course several times and coming to similar conclusions.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Training of PLO review- Look at the new assignment list. New on the list this time are the programs. Brent recommends using the outline view and not step view. You need to be able to

read the program description, look at courses and electives so you can see if the outcomes are appropriate. PLOs may be out of order. Please use the same language as for course "Upon successful completion of the program, the student will be able to…" Are the outcomes relevant, is Bloom's Taxonomy being followed using the Checklist? Something new to check for is 'Align PLOs'. For programs, a green check mark means that SLO is mapped to a PLO. If mapping is blank make a comment. Please check all PLOs to ensure they are mapped at least once to an SLO. Click Submit when finished.

- Discuss SLO/PLO Expected Performance-have you noticed that the course/program revision has a column for "Expected Performance"? What should standardized performance be? How should a performance number be assigned? Sometimes a grade of C or better translates to achievement in an outcome. Some courses could use 70%, some may need to be 100% for a certification in a skill; e.g., Safe Serve needs to be 100% achievement. Probably should be faculty's choice however you can question it. Maybe leave 70% as a general rule (minimum floor). Do we want to agree on a minimum percentage?

  VOTE on 70% minimum SLO performance.

  Motion passed.

- Discussion on PLO- tabled for next meeting.

- Program Review Assessment Report Feedback Form-BC has just completed Program Review. Brent will come back with all of the Assessment Reports at the next meeting. Closing the loop was a question from accreditation and how are we doing it? Billie Jo asked how we are closing the loop. Going to have it as part of the Assessment Committee review. Steve Waller asks the committee to come up with a list of recommendations not only. Feedback Forms will be returned to the department that submitted the Assessment Report. In the initial draft of the form, you need to mark an X in the box. Greg doesn't like the words "exceeds expectations", you either do or don't. Satisfactory or unsatisfactory. Meets or doesn't meet. Billie Jo mentioned this is just a draft. Will have some time next meeting to discuss terminology once the committee practices using the forms. Billie Jo said we will review one at the next meeting and remind the committee members to bring their electronic devices.

- Phrasing of Learning Outcome Review Checklist-You should now be familiar with the document. We will make the checklist available to all faculty and committees. Phrasing of one of the checklist items is up for discussion--"suggesting" or "implying" as the SLO being measurable. The purpose of the guiding questions is to think of some assessment tool or measurement for the SLO. Helen likes the word "imply" since it's possible faculty might take it literally to include the assessment tool in the SLO itself. Denise Mitchell mentioned her department is revising is SLOs and asking if it is measurable? Brent asked "Do we want to make it shorter?" and "How can we rephrase it?" Maybe rephrasing it from "Does each SLO suggest an assessment tool that can be used to measure the student learning outcome" to "Is the SLO (PLO) measurable"?

  Vote on rephrasing the Learning Outcome Review Checklist form approval.

  Motion passed.

  Helen really likes the form that Brent and Billie Jo created. We may make a revision and add it to the committee handbook. Brent will post the revised Learning Outcome Review Checklist on the committee website and Billie Jo will report out at FCDC.

COURSES/PROGRAMS TO BE REVIEWED:

- See Team Assignments

GOOD AND WELLFARE AND CONCERNS: None

ADJOURNMENT: NEXT MEETING October 26, 2018 in L160
Brent Wilson adjourned the meeting at 12:00 pm.