

Assessment Minutes 10-26-2018

CALL TO ORDER: by Brent Wilson at 10:31 am.

CHAIRS IN ATTENDANCE: Brent Wilson.

MEMBERS IN ATTENDANCE: Teresa McAllister, Greg Cluff, Kellie Smith, Dana Heins-Gelder, Milena Lilles, Rudy Menjivar, Helen Acosta, Denise Mitchell, Michael Westwood, Jana Richardson, Pam Davis, Tina Cummings, Faith Bradham, Isaac Vannasone, Brian Sivesind, Tanya Silva, Ximena Da Silva Tavares, Pearl Urena, Stephen Waller.

GUESTS IN ATTENDANCE: None

REVIEW AND APPROVAL OF THE MINUTES:

m/s Helen Acosta, Tanya Silva

Motion passed.

REPORTS:

- Co-Chairs' – Brent- Mapping updates-SLO to PLO as of the 23rd, 154 programs that should have been mapped and 150 are completed (97%). SLO-ILO mapping need to be re-mapped because of revisions over summer. At the end of last spring semester only 90% were completed. There are about 900 total courses in eLumen. 861 have SLOs, but 39 don't have SLOs (apprenticeship courses are still being worked on). 861 are mappable and 668 are currently mapped which is 78% at this time. Jana is following up with SLOs to ILOs and sending out emails, if there was a revision it needs redoing because of revisions. Steve Waller asked if this going to be a process? Brent is working to create a mapping document that will need to be submitted with future course proposals and revisions through the curricular process.

Di Hoffman and Brent are working on an ILO Project #2-Communication, oral and written, doing oral as we have written. Asking for volunteers for spring and will talk more next semester about execution.

On 1/25/19, there is a SLO Symposium Conference at Santa Ana College. Billie Jo and Brent will be attending the conference and asking for two or three more members to attend. The Conference is from 8 am-5 pm. Email Brent if interested.

Brent mentioned that we still need someone for the next meeting's Roundtable discussion.

Concerns about courses reaching to the Curriculum Committee first agenda without review. We need to find a way to track if changes were followed, email wording has to be exact. SEND BRENT AN EMAIL this week with your assignments, need revisions- yes or no. Next week keep track and let Brent know. Programs issue, comments aren't saved, people need to do a "paper" review by email to Jennifer Johnson and copy in Brent. Brent will send the programs listed so they can reviewed. Please do it ASAP, Jennifer Johnson will be sending out a list on Wednesday.

- Roundtable-Ximena-Chemistry B1A-plan 6 sections 4 instructors for fall 2017. SLO #3 Assessment tool was 2 free response questions exam 1. Instructors met and agreed on questions. They decided on rubric parameters. She was pleasantly surprised on #1 and not on #2. The reflect part helps as there was no significant difference. Communication is a down side in the reflection.

Refine-critical thinking is still a challenge. The plan is to reassess the same question in spring for comparison. How should we be assessing the SLOs? Greg said, yes he does. Steve Waller mentioned when he was evaluating instructors he watched the students; when instructors only verbalize a question the students don't write it down. Helen's midterm consisted of missed questions from quizzes. Denise Mitchel stated she displays answers on board in front of students and they still got it wrong. Teresa McAllister mentioned that if we don't get them to talk to each other and repeat what she just said they don't remember as well. Greg thinks students did well because he calls on them in class.

UNFINISHED BUSINESS: Expected PLO Performance-keep the 70% rule? Steve Waller asked if eLumen averages all and the answer was, yes.

m/s Teresa McAllister, Denise Mitchell

Motion passed.

NEW BUSINESS:

- Program Review Assessment Report Reviews & Discussion-document from last meeting-Brent has pulled all of the assessment reports. We can make a team later to address the non-instructional areas. 154 programs are instructional. Title 5 - a degree, CA, JS, AA, or ADT is a program. We only received 64 of them to review. They have been divided into teams A-K. Accounting (doesn't say AA, AS, CA or JS) so Brent reseeded and listed his best guess. Brent supplied a table. The table in the assessment report should list every course in the program. Team up with others and review, then send the feedback form back by email to Brent by next meeting. Billie Jo and he will look at them together to evaluate and then go back to program review to report out. Steve Waller liked the information being compiled. Program review in eLumen is called Initiative. Your feedback forms will eventually go to the departments. Brent reviewed his PHYS program and used it as an example. Fill in title of program on form as listed on table not shortened. Read sections and decide if it is appropriate. Do they answer the question asked? Meets or doesn't meet. Pull up the assessment report and look in the catalog to see if correct for required and elective courses are on your form, if missing you need to comment. Check to make sure it is the percent not number of students. Comment may be no data or didn't include all courses—not just discipline courses should be listed.

Reflect- was the question answered? Feedback should not be good or bad. Please include some strengths, it should be a comment not a criticism.

Refine-Did they summarize? Feedback, did meet or not meet expectations. It can say it meets standard, you should still comment if necessary.

Dialog-meets or does not. It should have more than four words, include a little explanation, and give a little lead way.

Please work with your teams and send the information back to Brent in two weeks.

COURSES/PROGRAMS TO BE REVIEWED:

- See Team Assignments

GOOD AND WELFARE AND CONCERNS: None

ADJOURNMENT: NEXT MEETING is November 9, 2018.

Brent Wilson adjourned the meeting at 12:00 pm.