

Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2019-20

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:

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

Standard II: Student Learning Programs and Support Services

Standard III: Resources (Human, Physical, Technology, Financial)

Standard IV: Leadership and Governance

Committee Members: Andrew Wesley (Committee Chair, Faculty), Amy Obegi (School of Behavioral Science, Faculty), Darla Williams (School of Health Science, Faculty) , Karen Cook (School of Applied Technology and Business, Faculty), Kimberly Coulter (Counseling, Faculty), Peter "Tony" Zitko (School of Behavioral Science, PT Faculty Representative), Rachel Smith (Liberal Arts, Faculty), Will Martinelli (School of Math and Science, Faculty), Dean Shirley Lewis (Vallejo Center) , and Erin Duane (Curriculum Representative, Librarian), Ferdinanda Florence (Program Review Representative, Faculty).

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	Design eLumen assessment module	eLumen requires a series of protocols and default settings to be in place before any assessment can occur. This includes adding various scales and rubrics that the faculty will be able to use for assessment.
2	Fix SLOs in eLumen	There are still courses with missing/incomplete/substandard SLOs that need to be addressed once all the courses have been approved in eLumen. This will also continue the previous goal of achieving 100% SLO inputs.
3	eLumen training	This will be a top-down systematic approach. Fall 2019: A.C., deans, and a few others that have requested a more robust access. Spring 2020: begin Faculty training
4	eLumen handbook/training manual	The previous META handbook will all but need to be tossed out and an eLumen one created.

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5	Pilot assessments/implementation in eLumen	Fall 2019, the A.C. will perform individual assessments in eLumen in order to test the system. If eLumen is deemed ready, campus-wide assessments will take place Spring 2020. If not, then we will have a couple volunteer programs pilot the system. Full implementation will then begin Fall 2020.
6	Flex events	We will continue holding flex events that will address training and the continued dialogue concerning ILOs and GELOs which began Fall 2018.
7	Newsletter	Continue to produce the A.C. newsletter established under the previous tenure.
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Mid-Year Committee Evaluation Report for Academic Year Dec. 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	Design eLumen assessment module	C	The Assessment module has been completed and is ready for implementation.
2	Fix SLOs in eLumen	IP	For the most part SLOs are accurate. But we should consider going through them again to adjust for language, length, etc.
3	eLumen training	IP	AW will host training SP 2020
4	eLumen handbook/training manual	IP	A guide/brochure has been created for inputting assessments in eLumen but the Assessment handbook needs to be revised.



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5	Pilot assessments/implementation in eLumen	IP	The AC attempted to carry out initial assessments for their Fall 2019 courses. For the most part this was successful with a few bugs too fix. Covid-19 has disrupted the initial 2020 Spring rollout making assessment completion optional.
6	Flex events	C	AW offered training on both Flex days this Spring
7	Newsletter	IP	The first and last newsletter of AY 2019/2020 will be going out too faculty shortly.
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Year End Committee Evaluation Report for Academic Year : 2019-20

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
1	Design eLumen assessment module	C	The module in its basic form is ready to implement
2	Fix SLOs in eLumen	IP	SLOs should begin to be routinely reviewed/revised along with curriculum
3	eLumen training	IP	SP 2020 trainings occurred. More advanced will begin as we shift to more faculty driven assessment creation
5	Pilot assessments/implementation in eLumen	IP	SP 2020 is now optional due to covid
6	Flex events	IP	We will continue to host training events during Flex
7	Newsletter	IP	The first (and only) newsletter is sent out with assessment instructions.
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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.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	eLumen handbook/training manual	A basic training brochure was created to aide in assessment completion but a handbook still needs to be completely revised.	
2	Pilot assessments/implementation in eLumen	SP 2020 was supposed to be mandatory for all faculty but due to Covid-19 we determined that it should be optional. Essentially SP 2020 is a pilot.	
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?
I think under the circumstances of transitioning from Meta to eLumen, the committee (all returning members) were very patient and understanding. I would have like to achieve more but getting out default assessments for SP 2020 is a very good thing (regardless of them being optional)
- How can the committee improve its effectiveness in meeting these roles and responsibilities?
I think I need to be better at delegating responsibility. I really was treading lightly due to the transition but I took on more than I was able to complete.
- How effective was the committee in completing its initiatives?
Some div coord are far more involved in getting the information out to their people. I honestly do not know how to get them to convey information better but I will just be more forceful.
- How might the committee improve its effectiveness in regard to completing initiatives?
Some div coord do need to step up more than they have. I do believe their anger and frustration over the eLumen transition should be over and next year those individuals will hopefully be more engaged.
- How effective was the committee in impacting student success?
Not sure this really applies to the AC...but we are attempting to impact our faculty with the new assessment tools. So in a way this would impact our students positively.
- How might the committee improve its effectiveness in regard to impacting student success?
N/A
- What resources are needed to assist the committee in meeting its initiatives?
Nothing I can think of at the moment. eLumen has good customer service and assigned trainers so any issues can get resolved rather quickly.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
I think the description and mandate of the AC is good.
- What topics should be addressed by the committee next year?
The biggest thing (besides getting ALL faculty into eLumen and doing assessments) is the revision of the assessment handbook.



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- Are there additional roles or responsibilities this committee should be addressing?
NO!

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

The only thing I can think of is how curriculum is inputted eLumen. There is a more detailed outcome section in eLumen than in Meta so faculty need to be aware (Lisa Abbott has done a tremendous job on the curriculum side). I really want to have faculty to create a common practice of reviewing/revising SLOs. This can coincide with the regular curricular revision of texts etc.