ASSESSMENT COMMITTEE

Solano Community College
Minutes – February 7, 2018
3:30-5:00pm, Room **902**

In Attendance: Amy Obegi, Peter Cammish, Ferdinanda Florence, Cynthia Jourgenson, Terri Pearson-Bloom, Randy Robertson, David Schrumpf, Rachel Smith

I. Approval of Agenda, 1st F. Florence, 2nd R. Robertson, approved unanimously
II. Approval of Minutes from 01-24-18, 1st D. Schrumpf, 2nd R. Robertson, approved unanimously
III. Public Comments - None

IV. Discussion/Information Items

A. Obegi began by thanking the committee for their work on assessment. The committee has accomplished a lot in the last two years: creating an assessment handbook, an assessment module in META, training faculty on the use of META, revising GELOs and ILOs, to name a few. ACCJC recognized our need to improve as outlined in the Quality Focus Essay (QFE) of the Accreditation report and acknowledged the path and efforts we have made thus far.

1. *Old Business*: A. Obegi contacted Lisa Abbott and P. Cammish about updating the co-contributor button as all employees are listed, not just faculty, and some have retired or are deceased. L. Abbott let A. Obegi know that in the past when people have been removed due to retirement, then came back to teach adjunct, it took Governet months to get them back in. The committee discussed needing a plan for regular updates of faculty to account for new hires. We need to learn how this is done. Also, it would be ideal if the co-contributors could be listed by division.

   Our suggested changes to the by-laws were sent to Academic Senate and were approved on 2/5/18.

   T. Ayala in CDFS has completed SLO assessments on the course used for PLO assessment for the AS-T in Early Childhood Education. I need to now make sure the PLOs are mapped and the program modification is approved through Curriculum Committee so the information can go into the META sandbox for pilot. We discussed whether Program Outcome Modifications can be fast-tracked like SLO modifications were so they don't need full-curriculum approval. We will also need to talk with Jim DeKloe if SLO changes through a course modification can be put on a consent agenda and not have to go through the full-curriculum committee process.

2. *March optional flex trainings.* A. Obegi submitted the same trainings for the March flex days as were offered during the January optional flex day: Inputting SLO Assessments in META and PLO Mapping in META.

3. *Assessments to Remove/Move from Draft Status*. When Governet fixed the workflow for SLO assessments they had to unlaunch all the assessments. The committee reviewed which were tests and to be removed and which should be relaunched.

4. *Review of Newsletter*. The committee reviewed the newsletter for February 8, 2018. R. Robertson contacted Dani Gonzalez for pictures of the Buckhorn lunch which will be added.

5. *Dean as Approvers*. The committee discussed the deans as "approvers" handout. It was suggested what happens (or doesn't happen) when they write in the comments box. P. Cammish shared some dean's feedback that the things they would want to comment on aren't allowable. It was brought up that the contract language would need to be changed to allow more in-depth analysis. The guidelines presented are to prevent contact violations. He said many felt what they have to review for was something a computer could do, or an entry level task. The committee suggested that deans do not have to review for input errors, but we do hope they will review the planned actions tab. There may also be some courses they are curious about programmatically that they want to review how students are doing. A. Obegi suggested that she can probably have a report run of all the planned actions so deans can review this separately to analyze faculty input on what the department or college can do.

6. *Next newsletter*. Suggestions were made to include screen shots of where the training materials are and how to click that "requested changes were made" in META. We want to give guidance on SLO Assessments and prior to summer remind students where to find their current SLOs.

7. Other items. F. Florence expressed concern about CI-D compliance expiring on some courses and the need for coordinators to be aware that they may need to work with faculty and Curtiss Brown to ensure all our ADTs remain in good standing.

Future Meeting dates for Spring 2018:

February 21st
March 7th
March 21st
April 18th

May 2nd
May 16th