

ASSESSMENT COMMITTEE

Solano Community College

Minutes – September 5, 2018

3:45-5:00pm, Room **902**

In Attendance: Amy Obegi, Derek Lan, Shirley Lewis, Will Martinelli, Kimberly Ramos, Rachel Smith

- I. Approval of Agenda, 1st R. Smith, 2nd W. Martinelli, approved unanimously
- II. Approval of Minutes from August 22, 2018, 1st R. Smith, 2nd D. Lan, approved unanimously
- III. Public Comments - None
- IV. Discussion/Information Items
 1. *Upcoming Meeting Dates and Times* Based on the doodle poll to Assessment Committee members, it was decided to move the spring committee dates to Mondays at 3:30pm. The committee also agreed to move the October Assessment Committee meetings to Mondays (8th and 22nd) to help increase participation (the days/times were chosen last semester when some school coordinators were not hired yet and we didn't have their schedules). The November and December dates would not be moved because they would conflict with Academic Senate meetings.

A. Obegi also shared that VPAA Williams denied the request to have an SLO Assessment contest. He stated that because assessments are a part of the contract and a faculty obligation, he didn't want to start the practice of incentivizing required work. It was discussed that maybe we could have a graphic such as a thermometer or some other means of showing the work that has been done. Or we can find some other way of awarding progress.
 2. *Update on SLOs that need inputting into META.* A. Obegi sent an email on August 28th about some of the SLOs that still need to be updated and inputted into META. The list, however, is still incomplete. It takes a good deal of time to cross reference what needs to still be inputted so it will take more time to complete.
 3. *Ethics ILO Flex Round Table.* The committee discussed the upcoming flex presentation on ethics. The committee thought it would be helpful to provide examples of how you could write/use SLOs that are related to ethics. The committee could see how these would be most relevant in CTE programs. They also thought it would be useful to brainstorm classes where ethics could be

analyzed. It was decided A. Obegi would create some questions and a format for the roundtable to discuss at the next meeting.

4. *Update on Adjunct Pay Form.* No update yet. VPAA Williams will be meeting with Human Resources, Melissa Reeves (chief negotiator/Union), and Michelle Smith (professional development committee chair) to get a clearer understanding of adjunct flex pay and the construction of the form.

V. Action Items

5. *PLO Assessment Module in CurricUNET Sandbox.* The committee reviewed the PLO assessment module and decided they are not yet ready to vote on approval. Some of the questions that arose were:
 - a. Could we narrow down the list of contributors? We decided we may not want to do that because someone from a different department or even division may be involved in the assessment. Should we also title it co-contributor rather than contributor?
 - b. Could we omit the historical choices if in the distant past? And can we have a box come up that says “Are you sure you want to assess the historical PLOs”
 - c. Could we use a scale instead of a text box to respond to the second question on the results tab: What do these results tell you about how well the students are mastering the knowledge or skills for this program outcome? Ex: Very Well, Somewhat, Needs Significant Improvement, or some other numeric Likert scale.
 - d. It was suggested that it would be useful to get the student perspective on their PLOs. S. Lewis shared the example how at CSU Sacramento students get an exit survey with each PLO and it asks them where and how well they learned each. A. Obegi also shared she heard a community college that did something similar. She also suggested that if we require this, it is a change to the Assessment processes, so we should talk with Academic Senate. A. Obegi said she would contact L. Jaimez, Senate President, to get on the agenda. If approved we could add a tab that is called “Student Feedback” and ask questions about what they learned from the student surveys. We would also have to determine when to give these (capstone courses, when they apply for graduation, etc.).
 - e. In the Planned Actions tab, the committee thought there may need to be a few more choices. For example: alter PLOs based on student feedback; engage in across-discipline discussions on how to improve student learning; modify teaching practices to help students learn requisite skills

Meeting dates for Fall 2018:

Wednesdays 3:30-5:00pm

September 19, 2018

Monday October 8th

Monday October 22nd

November 7, 2018

December 5, 2018

Meeting dates for Spring 2019:

Mondays 3:30-5:00pm

January 14, 2019

February 11, 2019

March 11, 2019

March 25, 2019

April 8, 2019

April 29, 2019