



## Norco Assessment Committee Minutes

11/9/17 12:50-1:50 in IT 209

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### Call to Order

1. Reading and approval of minutes from 9/12/2017 and 10/26/17 -Moved/Seconded by Adams/Sentmanat

### 2. Today's Topics

- **SLO Assessment Matrix plan fall 2017-fall 2019 (Google Spreadsheet)**
  - Everyone must identify when they plan to assess and notate it in this document; when each department plans to do each SLO that haven't been assessed at all or since 2013.
  - If courses are not in TracDat that you know you teach and you can't find it please notify Sarah Burnett so that it can be added. If the SLOs are not accurate in TracDat compared to what is in CurricuNet we must be notified as well about that as well so that we can take those SLO's out of TracDat.
- **Support for disciplines to complete assessment**
  - SLO & PLO compliance has the support from the Deans and the President's office now. Support is the only way we will get this all done in time.
  - Moving forward we will be holding trainings possibly looking at Fridays or nights in the PDC where the assessment coordinator the dean of institutional effectiveness will be available for help entering in TracDat. The goal is to help people enter SLO data and allow SLO's to be completed before faculty leave the semester.
  - A Research and Assessment Manager is a position that the College trying to hire. It is already created in the district and this position will be tasked with monitoring, helping faculty get everything submitted and keeping on track with compliance. It will be a temporary position but hopefully will be embedded as an essential function of the College that may continue on for future years.
  - If SLO's get done then we can focus on PLO's. PLO assessment can focus on a capstone course or possibly by creating summative report from the alignment of SLO's to PLO's.
- **Revision of Rotation Cycle for all assessment on campus:**
  - We have a cycle that we follow that is on the Norco Website and we so far are doing a very good job of following it but it is out of date it's been 4 years since it was created and it needs to create a new Rotation Cycle so that we can find out when we are accessing AOE, ADT and CTE. It needs to be revised so that we can see the overlay between ADTs.

- A work group needs to be created with someone from each department to start this rotation cycle.
- **Dates for NAC 11/30 (we are closed 11/23)**
- **Spring move to once a month 4<sup>th</sup> Thursday of the month 12:50 -1:50.**
- **Announcement:**
  - Sarah Burnett is stepping down as assessment Coordinator. Laura Adams will be the assessment Coordinator in Spring

**Good of the Order**