



## Norco Assessment Committee Minutes

05/24/2018 12:50-1:50 in ST 107

---

**Present:** Greg Aycock, Laura Adams, Khalil Andacheh, Courtney Buchanan, Tami Comstock, Araceli Covarrubias, Glen Graham, Alexis Gray, Stephany Kyriakos, Dr. Samuel Lee, Jethro Midgett, Jose Sentmanat, Tim Wallstrom, Jeff Warsinski, Kara Zamiska, Debbie Karrer

**Absent:** Janet Frewing, Daniela McCarson

- **Call to order**

- **Approval of Minutes:**

- Jeff Warsinski informed committee he is no longer on the Curriculum committee.
- 4/26/2018 minutes. Motion to approve minutes – Alexis Gray, second by Stephany Kyriakos, 1 abstention.

- **Today's Topic**

- **Update on assessment and Improve reporting**

- **Laura** - Working hard to meet the assessment of all SLOs, before the accreditation visit. We need to improve the list of disciplines showing which SLOs still need assessed. The list sent out in April of SLOs that were scheduled for fall, but are still outstanding, seemed to have been slightly inaccurate. Some faculty members emailed stating that they had done their SLO assessment, and their name should not be on list anymore.
- Laura – Worked on updating Google spreadsheet.

- **Update to the Google spreadsheet**

- **Laura:** Looked at the original spreadsheet where the planning has been done for the SLO assessment, has gone through spreadsheet line by line and updated it as follows:
  - Added in some conditional formatting, if a Faculty member was scheduled to complete assessment last year and did not complete it, will now show up as a red line, if it was completed, it will show up as green.
  - Updated Nuventive/Improve and Google spreadsheet to reflect the notes the disciplines made on the spreadsheet. Many items removed off the spreadsheet as well as some new items now on the spreadsheet.

- Drawback, if you had completed all your SLOs and were up to date except for one, now when you revise all of them they all will pop up as needing assessment.
  - Could only make changes to Improve/Nuventive that were noted on the Google spreadsheet, still need to have faculty check all courses and SLOs to make sure they line up in CurriUNet, so there is accurate data in Improve/Nuventive.
  - Creating a Sync to Google document sheet, looks like a Microsoft word document, however it is stored on the internet, instead of being a saved document. Can create other documents that links to the spreadsheet.
    - Create a document for each of the semesters that Student Learner Outcome (SLO) assessment was schedule that only shows the rows on the spreadsheet that were scheduled for that particular semester. This will show what is outstanding from a single semester. The document has links to the spreadsheet and will automatically update, so it will show the changes.
  - 3 documents to be sent out:
    - Full Google spreadsheet.
    - Document listing courses scheduled for assessment in Fall 17.
    - Courses and SLOs that no one ever scheduled.
  - **Stephany** - what is percentage needed for accreditation? What happens if not met? **Laura** – 100% and it could jeopardize our accreditation.
  - Message that needs distributed at department meetings and other places that if we are not completing the assessment, we are putting the college at risk.
  - **Tami** – How do we do back assessments? **Greg** – Retroactive assessment.
  - **Laura** – The spreadsheets also show how well the disciplines are doing. The more green rows, the better. Red rows show assessment not completed as scheduled.
- **Review survey, effectiveness results - Greg**
  - NAC had the highest number of respondents for this survey.
  - Members reported clear understanding of structure and purpose.
  - Current meetings do not have enough time, seems rushed - We are completing most of it.
  - Members feel like they are getting adequate information.
  - Actively encouraging people to get involved, which is an improvement from previous years' surveys.
  - All in agreement - we have a good committee climate.
  - We are communicating.
  - Comments on survey:

- Need a longer meeting time:
      - Doodle poll went out, to pick a new meeting time. It looks like 2<sup>nd</sup> or 4<sup>th</sup> Wednesday of each month, 9:00 am to 10:30 am.
    - Need help on getting faculty to do their SLO assessments – We have started process on how to get the faculty help.
    - Have a double barreled item that is not correct – “Do you have a clear understanding of the structure and purpose.” **Greg:** will be fixed for next survey.
- **GELO & AOE Assessment**
  - **Greg** – Laura and Greg met and decided on 2 ProLOs in “AOE, Communication, Media and Languages.” that look similar, hoping the instructor could use the same assignment and score the 2 ProLOs; and 1 Gelo in “Self Development and Global Awareness” for assessment.
    - E-mails were sent out to the Course Leads, with the courses that were picked for assessing. 18 courses (84 potential sections) for GELOs and 8 courses (45 Sections) for AOE’s.
    - To have a good assessment, need data on 15 to 20 Sections, (that would include (300 to 350 Students). Would like different courses for diversity.
    - E-mail will be sent out with a link that will take Faculty to a roster in their class section for assessment, which includes the ProLO and AOE.
- **Assessment Highlight: Guided Pathways, cont.**
  - The changes proposed by Guided Pathways involve radical change to how we do higher education, involving an overhaul of general education, which was established over 200 years ago.
  - **Greg** – Pillar 4, Ensure Learning, is the job of assessment.
    - Revisiting questions from Jose Sentmanat from previous meeting:
      - ◆ Understanding - Guided Pathways was a proposal of improving our completion rate at Norco. **Greg:** It is to address that.
      - ◆ Bottom line we want to increase the number of students that are actually graduating.
      - ◆ Assessment of SLOs is there to help measure whether or not students acquire skills we want them to acquire.
      - ◆ Not understanding the modification of the new Guided Pathways.
    - **Stephany Kyriakos** recollection of Jose’s question:
      - ◆ If we are measuring ourselves by completion rate, why do we need an assessment of Guided Pathways, because the completion rate is the assessment?”
  - **Greg** – What is Guided Pathways and how does it relate to assessment?
    - **Stephany** – Somewhat redundant, we have completion rate, why do we need to assess more stuff. Do not want to burn people out on assessing other things, need the SLOs assessed.

