



Assessment Committee Minutes for April 5, 2023

9:00-10:30 am
OC 116

Meeting Participants

Committee Members Present

Hayley Ashby, Greg Aycock (co-chair), Caitlin Busso, Eric Doucette, Ashlee Johnson (co-chair), Stephany Kyriakos, Bibiana Lopez, Lisa Martin, Brian Morales (ASNC Rep.), Timothy Russell, and David Schlanger. Quorum: 6

Committee Members Not Present

Caitlin Busso, Tami Comstock, Daren Koch, Jethro Midgett, and Tim Wallstrom

Guests

Recorder

Charise Allingham

1. Call to Order

- 9:04 am

1.1 Welcome

Welcome ASNC, new member Brian Morales.

2. Action Items

2.1 Approval of Agenda

- MSC (Stephany Kyriakos / Hayley Ashby)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of March 8, 2023, Minutes

- MSC (Tim Russell / Stephany Kyriakos)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Accreditation: Midterm Report Questions (Item 6.b.1)

Item 6.B. of the midterm report includes the Institutional Set Standards and Student Learning Outcomes in relation to performance. Relates back to the Institutional Self-Evaluation Report (ISER) Standard 1.b.2.

- When is the report due? The draft of the report is due by the end of this semester. Will be submitted in February 2024.
- Do we want to separate the responses to the questions for each area (Instruction, Student Services? No, we can just address each question to collect information, share ideas, and brainstorm.

6.B. Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution-Set Standards

1. Student Learning Outcomes (Standard I.B.2)

ACCJC Standard I.B.2 states: "The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services."

Reflect on assessment processes since the last comprehensive peer review:

- What are the strengths of the process that help the college to improve teaching and learning?
 - Several SBS members helped train other SBS members to convert over to Canvas, they were early adaptors using Outcomes in Canvas and have been doing the new process for years.
 - The new technology changes are flexible and adaptive.
 - In an upcoming Counseling department presentation there will be a section on sharing best practices in teaching in Canvas.
 - We have a community of practice here at Norco, we help each other grow and improve teaching and learning.
 - Benefit of smaller college, train the trainer.
 - Automating the data collection in Canvas.
 - In program review, we have always kept the focus on assessment on teaching and learning. Curious do we use assessment for teaching and learning? Yes, primary. Student services have traditionally used assessment data for resource allocation support in program review. New focus on continuous quality of service with a focus on teaching and learning. Need to look at how student services contributes to teaching and learning. Why and how.
 - Current assessment has strengthened the relationship between student services, library services, and instruction, discussion, and collaboration. The pilot to develop assessment in Canvas made sure to include student services, instruction and library services.
 - Anthropology and Psychology were instrumental in the development of the use of outcomes in Canvas.
 - The new process helped the library look at service and student learning outcomes.
- What growth opportunities in the assessment process has the college identified to further refine its authentic culture of assessment?
 - The new process of using assessment in Canvas.

- Developing 'phase two' which includes how we are using the data to improve teaching & learning, and continuous improvement.
- Goal is 100% assessment continuously. The old goal was to assess each outcome once per cycle. What is 100% assessment- increasing our goal?
- Growing in our assessment process, closing the loop, and continuously improving from the data are now the focus. In the past, data collection was the most time-consuming part of the assessment process. We can now look at equity data and make improvements that weren't easily possible before using Canvas.
- Before data was collected by individual classes now we can look at the overall course, disaggregate the data, and make realistic goals and improvements.
- Standardize assessment- finding the right balance between individual methods and standardized methods. We can now have discussions to find a way to all move in the same direction to look at the same or similar data.
- Opportunity for increasing the validity of the assessment data so it has a high quality.
- Student Services has identified two areas for growth 1). Have identified the distinction between Student Learning Outcomes and Student Area Outcomes, 2) redefining the quality of services.
- Provide examples where course, program, or service improvements have occurred based on outcomes assessment data.
 - Example:
 - Library-developed SAOs – started assessing events- developed a survey and aligned questions with outcomes. Made changes to the Read to Succeed event based on survey results.
 - Homework-think of improvements made based on assessment data.
- In those areas where assessment may be falling behind, what is the college doing to complete the assessments per the college's schedule?
 - In the process of training on how to collect data in Canvas.
 - Opportunity to collect data through Canvas because the whole college moved online and learned to use Canvas because of COVID.
 - The old assessment Flex compensation of 3 hours was too difficult to submit and get compensated for. The DOIs have improved the process for Assessment hours compensation.
 - Homework-Share the information on how the part-time faculty can get paid and share the new process.
 - Asking areas for their schedules of assessment.
 - Goal is to have enough assessment to support the program review that launches in the fall.

Hayley will draft this area to be discussed further at the next meeting.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Share the new assessment compensation process for part-time faculty	Ashlee/ committee members	ASAP
Draft midterm section for discussion further	Hayley	Next meeting
Provide feedback and examples for midterm report questions to Hayley	Committee members	ASAP

3.2 Faculty co-chair for the next two years

- The Academic Senate bylaws were shared. The faculty co-chair needs to be voted on every two years at the last spring meeting.
- Ashlee Johnson was nominated to continue as faculty chair for the next two years. She is leading this new assessment process and it would be disruptive to change leadership now.
- Vote will take place at the next meeting in May.
- Members please start thinking about whom you would like to nominate two years from now.

3.3 Survey of Effectiveness

The committee reviewed the results and addressed the report of effectiveness questions:

- Low response only had 5 participants.
 - Overall agreement with all areas. Only one disagreement.
 - Collegiality and feeling respected had a strong agreement.
 - One disagreement- does not regularly communicate with area: in the past when more than one area had a representative only one member took the role to communicate. Some department meetings do not leave enough time for the NAC representative to share and communicate.
- 1) Evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness,
 - a. Does the committee feel like we are making decisions?
 - i. Yes, the committee is effective, for example, we created and proposed a new assessment process that was approved by the AS.
 - 2) Self-report on EMP objective progress and appropriate objective assignment, and
 - a. Co-chairs will draft this section and will discuss it at the next meeting.
 - 3) Self-assess the completion of their charter's scope/deliverables during the academic year.
 - a. Co-chairs will complete the report and bring it to the next meeting for discussion.
 - b. Co-chairs thanked the committee for all the hard work and for gathering valuable feedback this year.

3.4 Phase 2 Development

- Where will this information/section be housed in Nuventive?

- Is there an option to slow down and focus on learning/training on how to use Outcomes in Canvas (collecting data in Canvas)? Yes, a suggestion to slow down and focus.
- Will need to address the assessment review section in the program review for the comprehensive coming up next fall.
 - Take time to work on phase two and the process.
- Focus on the questions about the first phase of using outcomes in Canvas.
- Was a video created on how to import outcomes and link to assignments?
 - Canvas outcomes resources are on the Assessment Committee [How-to-guides](#) and the [faculty toolbox](#) pages of the website.
- Conclusion- the committee would like to slow down and focus on using outcomes in Canvas.

3.5 Program Review Assessment Review Scoring

- Program Review Assessment Review, why do we score and what is done with the scoring? Not used anymore for the resource allocation process. Feedback from the last comprehensive was that qualitative feedback was the most useful.
- Do we want to do the quantitative scoring or focus on the qualitative? Or is there something else we can do to assist with the program review?
- In the past the numbers have not been meaningful and could possibly turn off and discourage a program review author if they are scored low. Demotivator.
- Suggestion to provide tips on how to write the assessment areas of the program review.
- If numerical scoring is not useful, why are we doing it?

3.6 General Education Learning (GELO) Update

The committee reviewed the proposed updates to the Critical Thinking GELO.

- Recently the RCCD assessment coordinators met and discussed the GELOs and are considering revising them.
- The committee was asked to provide feedback if the GELOs should be revised or kept the same.
- Concern-Every course outline of record would need to be updated.
- Curriculum freeze coming up, which might be a good time to do it.
- The GELOs have not been updated in 12 years, but has critical thinking changed?
- Good time to start the conversation but may want to wait to be able to align with the new Transfer Success Pathway (CalGETC).

Motion to extend the meeting by 10 minutes by (Stephany Kyriakos, Tim Russell)

- approved by consensus.
- New Ethnic studies requirements to consider.
- Suggestion to ask to call a workgroup to address GELOs that include more areas of the colleges/district.

4. Information Items

4.1 Canvas Improvement Faculty Feedback Plan

- Please provide any feedback on how to improve the new assessment process.
- A meeting has been set up with Nuventive and Canvas to look into the ability to make changes and/or provide options that have been requested.

- Actively addressing already collected feedback.

4.2 Meeting Time Postponement

The Committee decided to postpone the meeting time request for now.

Motion to extend the meeting by 5 minutes (Stephany Kyriakos/ Hayley Ashby)

- Approved by Consensus

4.3 Area Updates

- Accreditation-addressed above
- AHWL-no report
- ASNC-no report
- BEIT-no report
- Comm-no report
- Counseling-no report
- IE/Administrative-no report
- Library-no report
- LRC- will submit a program review next academic year.
 - Our data is coming together nicely, but we decided to not submit it with this last batch and to wait until the next/new/updated iteration of the Program Review cycle.
 - Our tutoring data represents a very positive influence on student success rates.
- Math- no report
- SBS-Suggestion to have FLEX meeting by discipline to provide disciplines time to discuss assessment.
- S & K- no report
- Student Services- no report

4.4 Academic Senate Update

A report will be sent out.

4.5 Calculation Method Updates Due

Calculation Method selections for the 2023- 2024 academic year are due by the end of Spring 2023.

- Form available on the NAC website: [Canvas Calculation Method Request Form](#)
- Default is decaying average.

5. Good of the Order

- No Comments

6. Future Agenda Topics

- Sub-group Updates
- Skills Framework

7. Adjournment

- 10:45 am

Next Meeting

Date: May 10, 2023

