



**Assessment Committee
Minutes for March 20, 2024**

9:00- 10:30 am
CSS-217

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Tami Comstock, Eric Doucette, Ashlee Johnson, Daren Koch, Stephany Kyriakos, Lisa Martin, Timothy Russell, Tim Wallstrom, and Aldo Yañez Ruiz.

Committee Members Not Present

Hayley Ashby, Caitlin Busso, Zayed Hannan (ASNC rep.), Jethro Midgett, Timothy Russell, David Schlanger, and Jesus "Gil" Vela.

Recorder

Charise Allingham

1. Call to Order

- 9:02 am

1.1 Welcome

Unfortunately, Steven Park cannot serve on the committee this semester.

2. Action Items

2.1 Approval of Agenda

- MSC (Stephany Kyriakos / Timothy Russell)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of February 21, 2024, Minutes

- MSC (Stephany Kyriakos / Tim Wallstrom)

2.2 Conclusion

- Approved by consensus.

2.3 2022-2023 Assessment Report

- MSC (Stephany Kyriakos / Tami Comstock)
- A quick overview of the report was provided.
- In the future, consider using the Assessment Report to help support decision-making throughout the college. Note that we are the only committee that measures student learning.

2.3 Conclusion

- Approved by consensus.

3. Discussion Item

3.1 Canvas Dashboards Updates

Updates to the dashboards are reflected in the Assessment Section of Program Review Guidelines.

- The average score was removed due to the inability to pull the information correctly.
- The dashboard now only reflects the percentage of mastery.
 - Mastery percentage is set by the discipline.
 - Mastery itself was set by the Academic Senate at two or more.
- Question about how to provide guidance for Program Review:
 - Committee members are the experts in Assessment.
 - If an area has little or no assessment data available, how do we guide them?
 - Suggestion to use program review to review existing assessment data and plan for what is needed to improve. This can mean that we need to collect more data as an area. For this program review, we are in the implementation stage, so it is expected that some areas may still be learning to use Canvas outcomes or starting to collect data.
 - Suggestion to think about where we are and where we are going.
- Updates to the dashboards include larger labels and pop-out details when you hover over graph bars. These details include assessment and student count depending on the dashboard.
- The Canvas data dashboards are now refreshing on Monday-Wednesday-Friday.
- Suggestion to add N/A to the rubric in the future; for now, refrain from giving a 0 on outcome rubrics just because the assignment was not completed unless you believe this means a lack of knowledge.
- Recognizing that non-instruction areas (Administration and Student Services) are collecting data in other ways, plan to work with these areas to try to institutionalize these practices and assist.

3.2 Assessment Review Feedback

A short word template and tips and tricks (guidelines) will be provided for providing feedback. What questions and information would be beneficial to provide?

Best practices:

- Make 1-3 observations.
- If only one observation is made, it should focus on the disaggregated data and equity.
- Feedback will be qualitative.
- Some areas may not have a lot of data, but it's okay that more data needs to be collected.
- If they don't provide a screenshot or details about the data they are seeing in the dashboards, feedback should include a suggestion to include a screenshot or detailed information in the future. This feedback can provide a reminder that the data is constantly being updated and that observations are made at a point in time.

Suggested questions:

- Is there an observation? Does it make sense? Is supported by data?
- What are the strengths? What are the weaknesses? What are things to consider?

The time frame for providing feedback:

- April 3rd -5th : Documents will be emailed to committee members, including assigned units assessment section, feedback template, and tips and tricks.
- May 3rd: Assessment feedback is due.

3.3 Survey of Effectiveness

The committee’s survey of effectiveness was reviewed (attached).

- Ten committee members responded.

Highlights

- Most areas agree or strongly agree.
- Some members indicated disagreement or N/A, which indicates they do not communicate with their constituency groups.
 - The committee has addressed this area in the past and implemented homework such as requests for feedback from disciplines and schools for current topics.
 - Suggestions for co-chairs to provide takeaways and homework and suggestions to communicate feedback needed from constituency groups.
- Feedback provided in the survey is helpful and provides some ideas for future agenda topics.

Co-chairs will complete the Report of Effectiveness and bring it to the next meeting for approval.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Complete Report of Effectiveness	Co-chairs	Next meeting

4. Information Items

4.1 Area Updates

- Accreditation
 - Look out for an invite to the Accreditation kick-off event on April 26, 2024, from 9 am – noon. Nor-all will be sent next week. Gohar Momjian, the VP of ACCJC, will lead a workshop to discuss the accreditation process and new standards.
- Schools
 - SBS
 - An early canvas adopter was concerned about the new assessment process and the multiple sources of data. Concerned that we may not pass accreditation.
 - Suggest going through the accreditation standards and analyzing any gaps we may need to address.
 - The committee recognizes that providing more guidance was needed for the assessment section of the Program Review, which was initially planned but was unaccomplished due to timing. Discipline defines a dashboard as messy.
 - CHL

- Concerns that more training in assessment is needed. Videos are very helpful if they provide step-by-step guidance.
 - Suggestion to create subgroups to create training materials.
 - Videos and training materials can be added to specific units in Nuventive.
- Counseling – no report
- IE/Administrative – no report
- Library – no report
- LRC
 - Presented LRC's current funding and program Academic Senate.
 - Shared contents of the LRC Program Review and requested disciplines and areas to include LRC in their program review request, especially ones that students use the program. LRC is on soft funds so any area that can lend support is appreciated.
- Student Services -no report

5. Good of the Order

- Request for anyone planning to retire to find replacement on committee.

6. Future Agenda Topics

- Assessment V2 (PLO)
- Assessment Schedules
- GELO/ILO Update (District)

7. Adjournment

- 10:30 am

Next Meeting

Date: April 17, 2024

2022-
2023

NORCO COLLEGE ANNUAL ASSESSMENT REPORT

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INTRODUCTION

The 2022-2023 academic year the committee continued to make progress on the process to institutionalize the practice of using SLO and SAO data disaggregated by race/ethnicity, gender, and age to support pedagogy improvement, decision-making, and resource allocation. This included continuing the efforts to integrate the use of Outcomes in Canvas and creating dashboards and developing a process in Nuventive using the new forms to reflect and close the loop using the data collected.

More specifically, Norco Assessment Committee (NAC) spent much of the 2022-2023 academic year on the following:

- Training on assessment in canvas.
- Discussion and approval of standardized rubric, mastery criteria & calculation method.
- Update of assessment section in program review and discussion of new cycle of assessment to include evaluation of course and program SLOs (v2).
- Discussion of career-related skills assessment frameworks.
- Input on Midterm Report to ACCJC regarding SLO assessment.

The purpose of the Annual Assessment Report 2022-2023 is to document assessment-related activities completed throughout the 2022-2023 academic year. Traditionally the report is completed annually and made public on the Norco Assessment Committee (NAC) website:

<https://www.norcocollege.edu/committees/assess/Pages/index.aspx>. Any questions regarding information found in this report can be directed to Ashlee Johnson, Faculty Assessment Coordinator, or Greg Aycock, Dean of Institutional Effectiveness.

STRATEGIC PLANNING: CLOSING THE LOOP

According to the approved charter, the purpose of the Assessment Committee is to support and encourage assessment of student learning in all instructional programs, and student and learning support services. When necessary, the Assessment Committee will make recommendations to the Academic Senate to facilitate improvements in the assessment process and in student learning overall.

The Assessment Committee is primarily responsible for Objective 8.1: Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real-time. In summary, NAC's role

is to assess student learning/growth and support continuous improvement to close student learning gaps.

PLANNED DELIVERABLES FOR THE 2022-2023 YEAR:

NAC continued working towards completing four deliverables for the 2022-23 academic year.

1. Update committee charter and submit to Academic Senate for approval.
2. Update the Assessment structure of the Nuventive platform.
3. Facilitate training for integrating SLO assessment in Canvas.
4. Map SLOs to PLOs/GELOs in Nuventive.

The committee began the academic year with several activities designed to provide a review and information needed to hold discussions and make decisions on ways to close the loop on feedback received the previous year.

1. The Committee updated its Charter on September 14, 2022, which marked the completion of its first deliverable. With its approval, the updated NAC Charter had two main updates:
 - Extending the Charter to 2023
 - Making all members voting members
 - “All members of the Assessment Committee including co-chairs are allowed to vote as long as a majority (quorum) of faculty are present at any specific meeting.”
 - This voting model is also used in Program Review and helps engage all that are involved in the committee, also a better model to show integration for accreditation.
2. The second deliverable was to update the assessment structure of the Nuventive platform. This included adopting a new streamlined way of collecting outcome data using Outcomes in Canvas. This process was approved by the Academic Senate on December 5, 2022, and included:
 - Use of Outcomes in Canvas
 - At least one outcome per semester assessed with all completed within the assessment cycle (Fall 21-Spring 27).
 - Adopted a universal rubric:
 - 0-4 scale with mastery at two or above:
 - 0-Novice, 1-Emergent, 2-Fundamental, 3-Proficient, 4-Advanced
 - Use of a common calculation method determined by discipline.
 - Default calculation method is decaying average:
 - Decaying average weighs the final assessment at 60%, and all prior assessments are averaged at 40%.
 - Other available options:

- Average: Central value in a set of results. Calculated by dividing the sum of all item scores by the number of scores.
- N Number of Times: Must achieve mastery at least 'n' times. Scores above mastery will be averaged to calculate final score.
- Most Recent Score: Mastery score reflects the most recent graded assignment or quiz.
- Highest Score: Mastery score reflects the highest score of a graded assignment or quiz.

The new process automates the collection of assessment results and eliminates repetitive data entry, which helps sustain the focus on using assessment data to improve teaching and learning.

The assessment team also met with Nuventive many times over the spring and fall to build the canvas assessment dashboards and the assessment forms in Nuventive.

3. The third deliverable was to Facilitate training for integrating SLO assessment in Canvas. Once the use of Outcomes in Canvas was adopted by the college and approved by the Academic Senate, many trainings and assessment drop-in hours were conducted. These included:

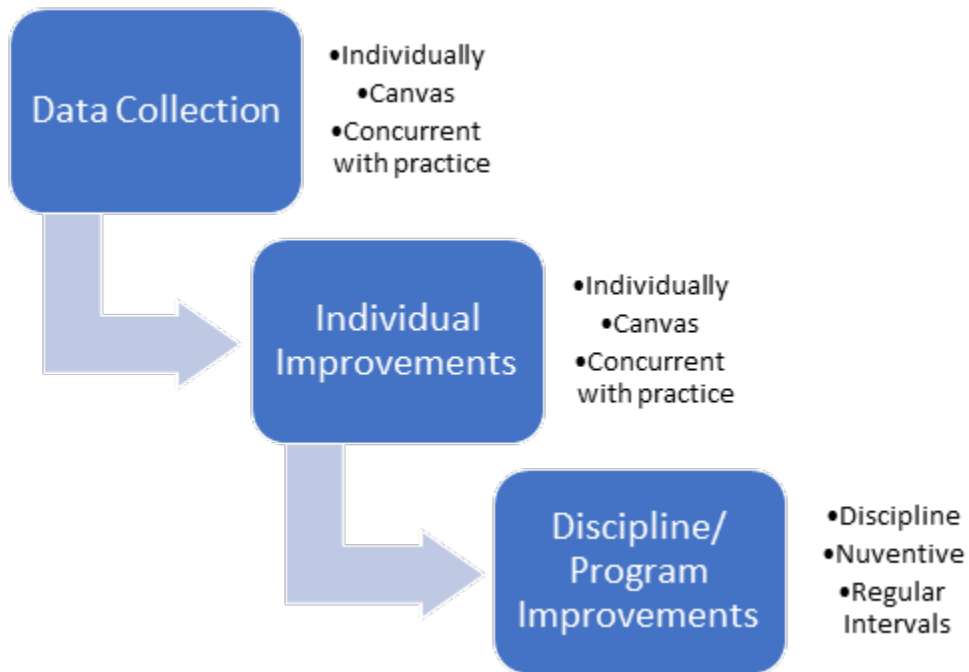
- FLEX Presentations
 - 'What's New in the World of Assessment' on August 19, 2022
 - 'Assessment in Canvas' on February 10, 2023
- Multiple Assessment Drop-in hours held during the fall and spring semesters
 - Monthly in fall
 - Assessment Tuesdays held weekly in Spring
- Assessment workshops for Instruction
 - October 6th, 2022
- Assessment workshops with Student Services
 - January 26, 2023
 - February 1, 2023
- Assessment Workshop for Associate Faculty
 - June 2nd, 2023

4. The fourth deliverable was to Map SLOs to PLOs/GELOs in Nuventive. However, due to the ongoing updates to the Nuventive platform in deliverable 2, this item was paused.

INSTRUCTIONAL LEARNING OUTCOMES ASSESSMENT

Norco College Assessment Committee (NAC) continuously tracks progress of outcomes assessment each cycle. At the beginning of a new cycle assessment data from the previous cycle gets archived and assessment tracking tools are reset to incomplete status. The college maintains a goal to assess each outcome at least once during the cycle. Faculty were encouraged to begin outcomes assessment early to minimize unforeseen disruptions later.

Adopted Assessment Process:



A summary of the outcomes assessed during Fall 2022 to Spring 2023 academic year follows:

COURSE LEVEL ASSESSMENT:

A total of 110 Student Learning Outcomes (SLO) assessment data from 43 courses was collected using outcomes in Canvas during the 2022 - 2023 academic year.

PROGRAM LEVEL ASSESSMENT:

The focus for 2022-23 was on course assessment and the process of integrating assessment into Canvas. There was some discussion with Nuventive on how to integrate program assessment, either through mapping or direct assessment similar to the course assessment approach. However, that issue was not resolved during the 2022-23 academic year.

GENERAL EDUCATION ASSESSMENT:

No additional GELOs were assessed during the 2022-2023 academic year.

STUDENT SERVICES AND LIBRARY SERVICES ASSESSMENT:

In 2022-2023 the Assessment team worked with Student Services to develop a process in Nuventive for collecting assessment data. Some student services areas began collecting data using canvas outcomes. For example, Advising and Counseling developed a process for students to self-enroll in a Canvas shell and assess their outcome attainment after observing a presentation using a quiz. The quiz had questions linked to two outcomes. In Spring 2023, over 700 students were assessed using this method.

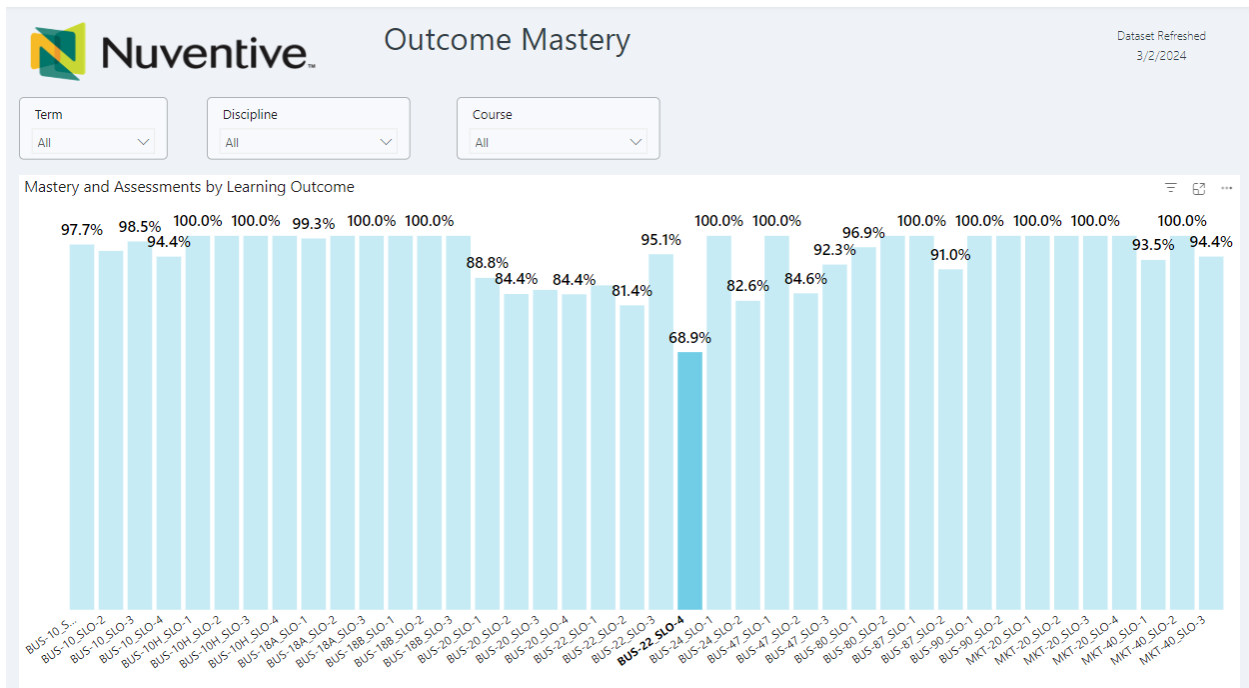
Also, the student services management team began to search for a framework that met accreditation standards and found some frameworks focused on quality service outcomes (QSOs). The team started vetting these frameworks during 2022-23 and continued into the following year.

BEST PRACTICES/GUIDELINES FOR ASSESSMENT SECTION OF INSTRUCTIONAL PROGRAM REVIEW

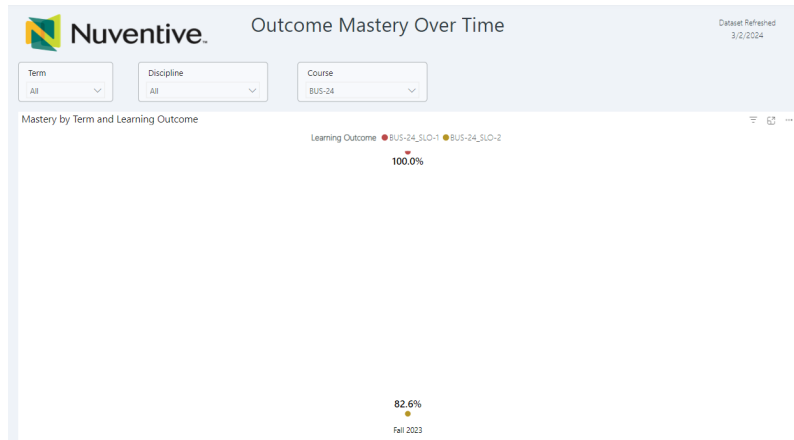
WRITE AT LEAST 1-3 OBSERVATIONS BASED ON YOUR REVIEW OF SLO DASHBOARDS/SLO REPORTS.

NORCO COLLEGE OUTCOMES DASHBOARD-COLLEGE DEFINED SLOS

- **Outcome Mastery:** One or more of the Observations should reflect any SLOs below 70% or whatever mastery level has been set by the discipline faculty. Recommend making observations based on filters being on “All” to maximize the number of students/assessments.

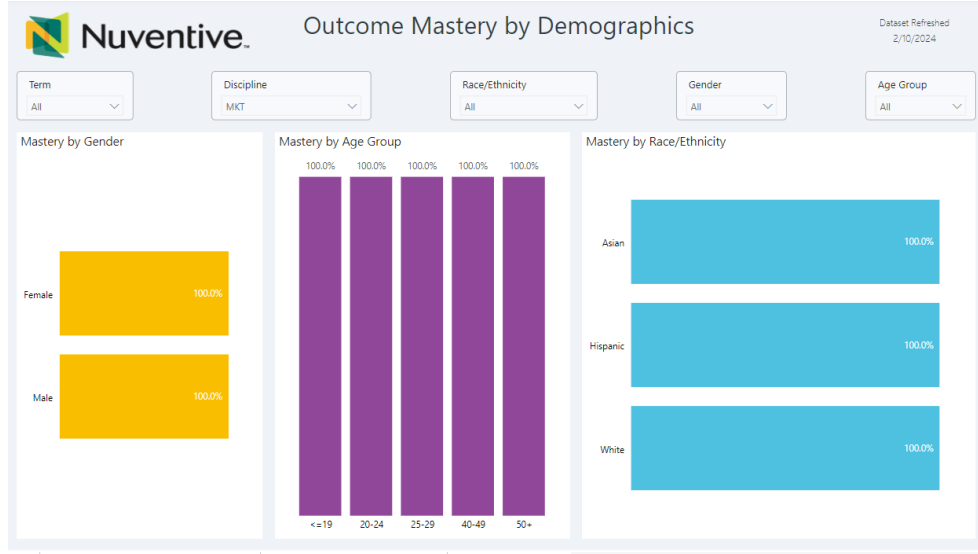


- **Outcome Mastery Over Time**
 - Interpreting this graph is possible when there are multiple terms (3 or more) of assessment trend data for an SLO. If you have just started, it may look like this:

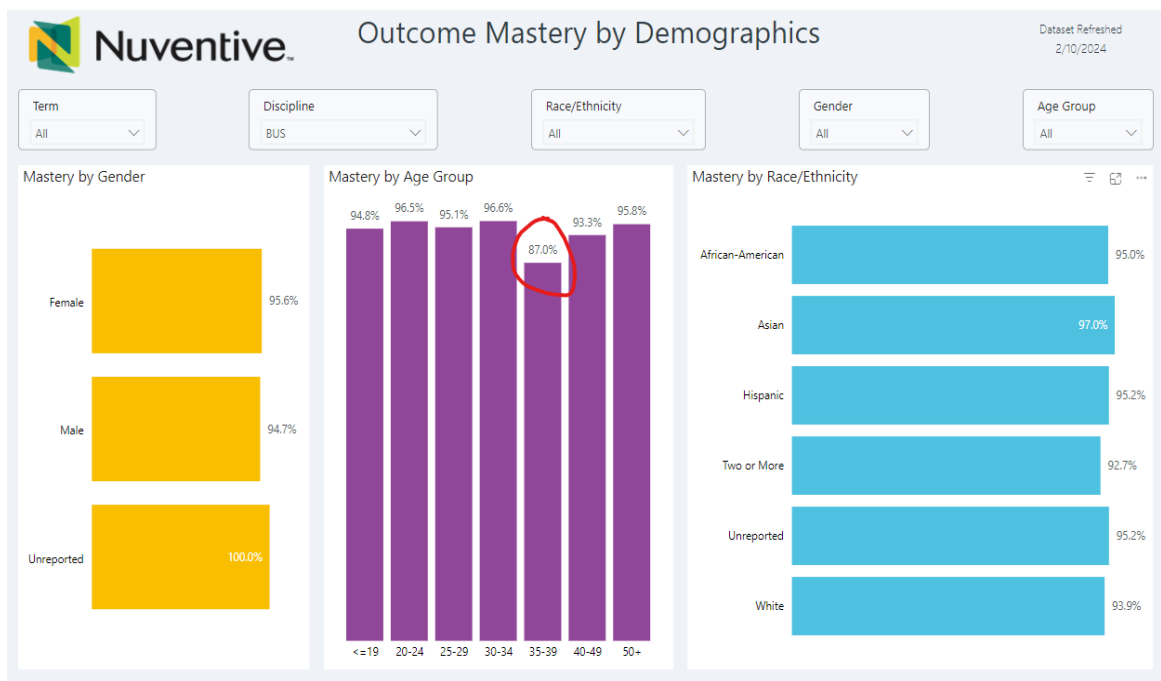


BEST PRACTICES/GUIDELINES FOR ASSESSMENT SECTION OF INSTRUCTIONAL PROGRAM REVIEW

- Most disciplines will not be able to address trends on this comprehensive program review cycle if they have only 1 or 2 terms of data on SLOs.
- At least one of the Observations should be from “Outcome Mastery by Demographics” dashboard unless there are no gaps in any of the gender, age or race/ethnicity subgroups. Remember this dashboard only shows the entire discipline and doesn’t go down to course- or SLO-level.
 - This is what a discipline looks like with no gaps:

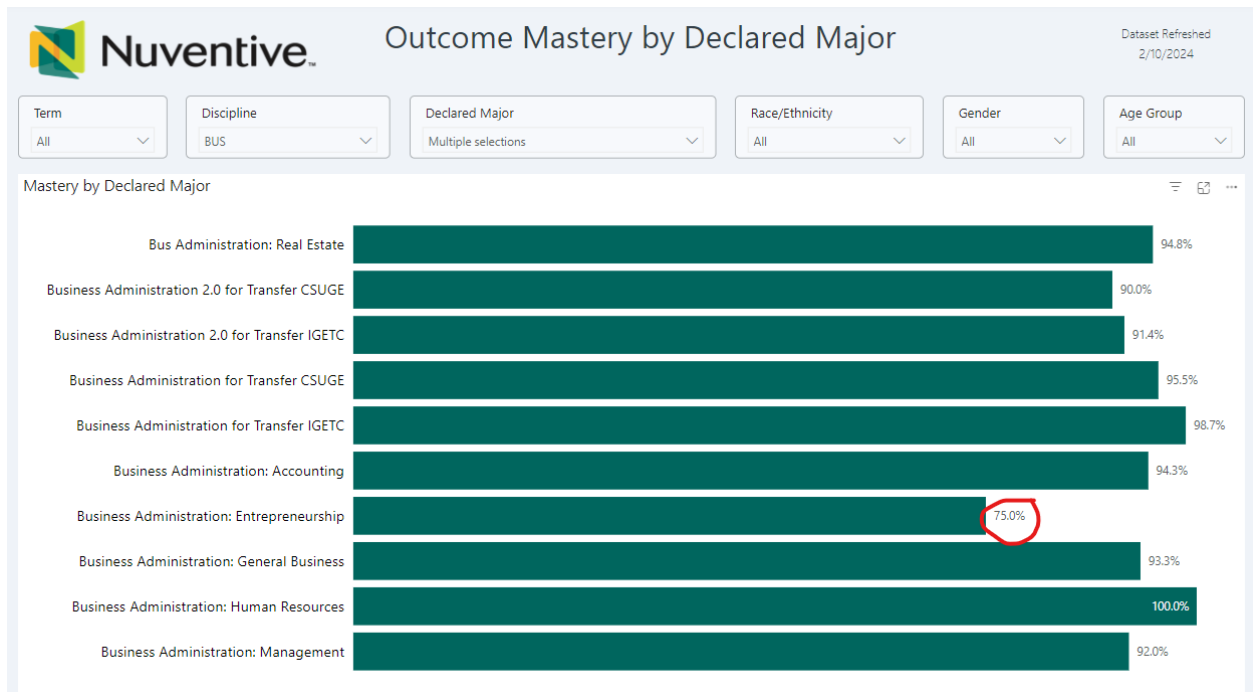


- Gaps are identified by the faculty member (usually observable but may be based on other factors):



BEST PRACTICES/GUIDELINES FOR ASSESSMENT SECTION OF INSTRUCTIONAL PROGRAM REVIEW

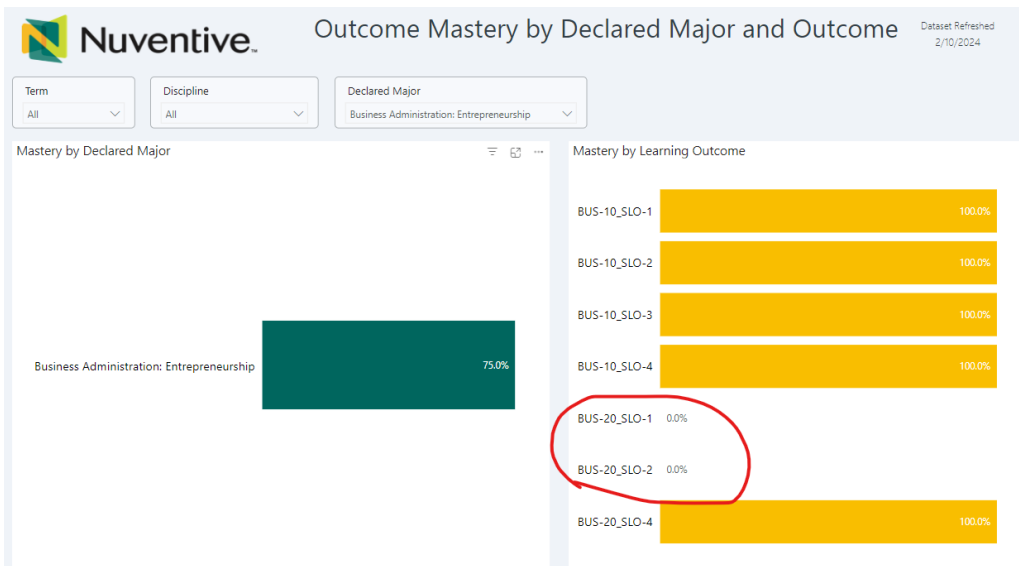
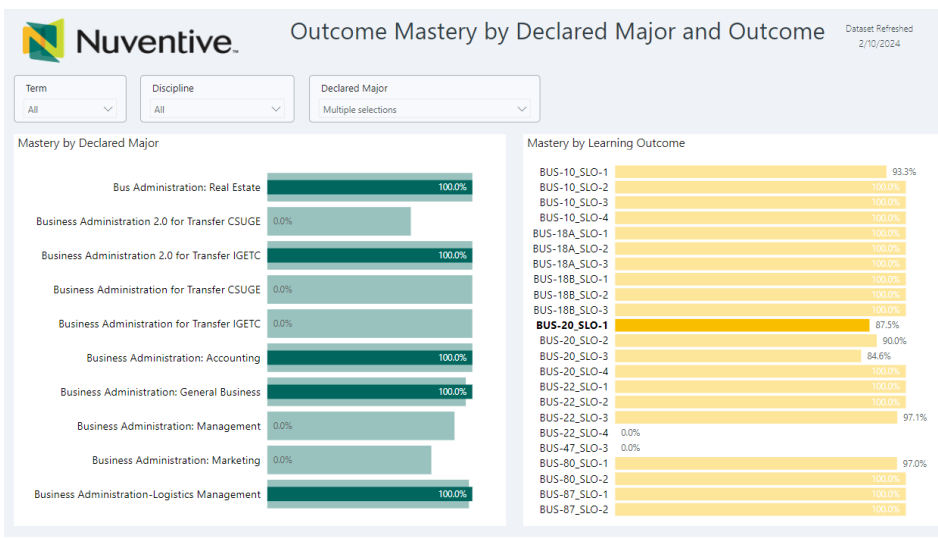
- Outcome Mastery by Declared Major
 - Allows you to see outcomes data disaggregated by students' most recent major.
 - What are all the majors taking courses in my discipline?
 - Can also find out how well majors within the discipline are learning (select in Declared Major filter)



- With the Race/Ethnicity or Gender or Age Group filters, can disaggregate learning outcomes, especially for students in discipline majors.

BEST PRACTICES/GUIDELINES FOR ASSESSMENT SECTION OF INSTRUCTIONAL PROGRAM REVIEW

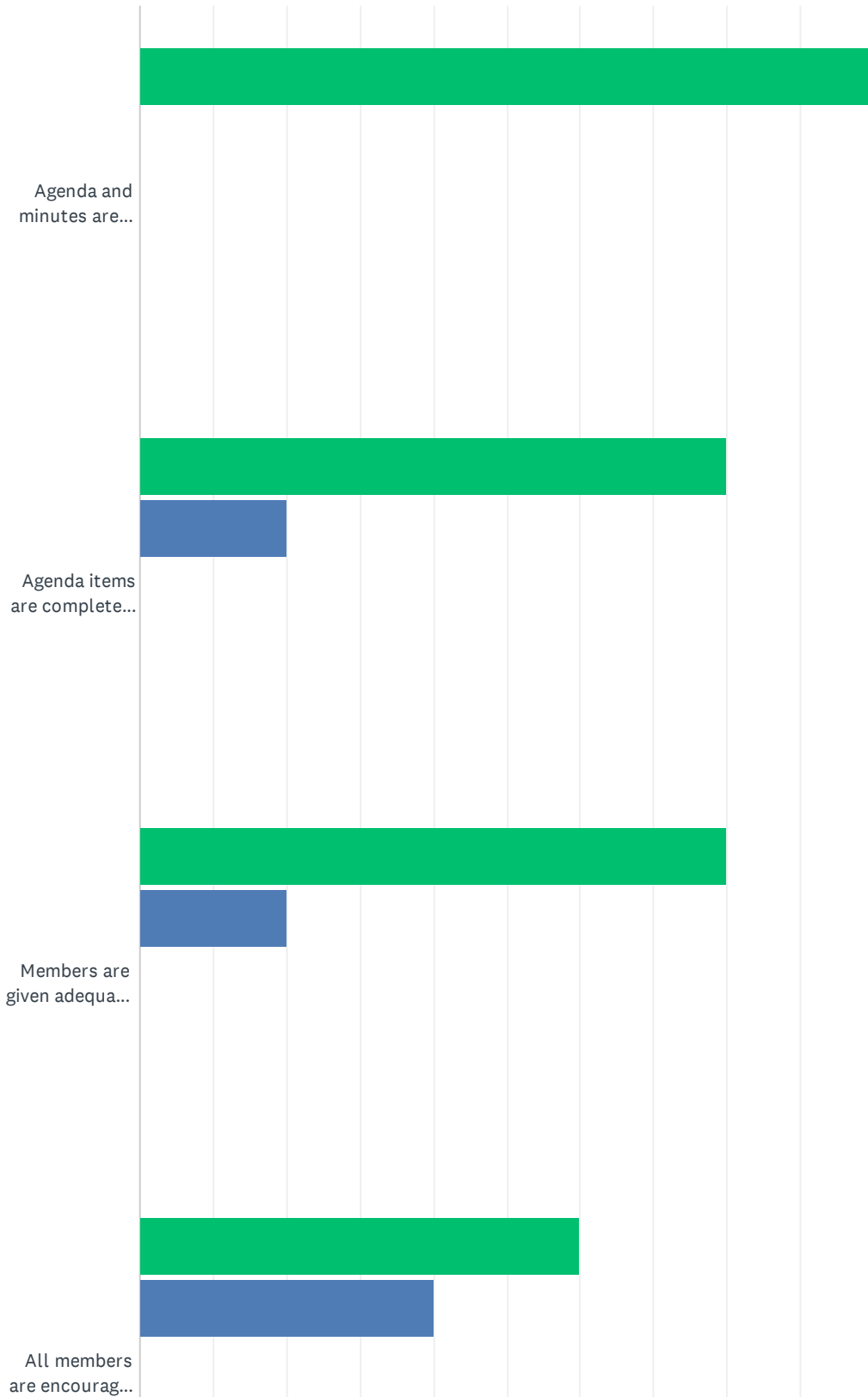
- Outcome Mastery by Declared Major and Outcome
 - The visual on the left shows what was in the previous page (Outcome Mastery and Average Scores), but can't disaggregate on this:
 - Select specific declared majors (probably in your discipline) and see how they are performing in the SLOs
 - The visual on the right shows outcomes data
 - By clicking on a specific outcome, the majors on the left will be filtered to show the mastery of each for that SLO (Ex: BUS-20, SLO1) or, vice versa, by clicking on the majors on the left the mastery for that major will be displayed



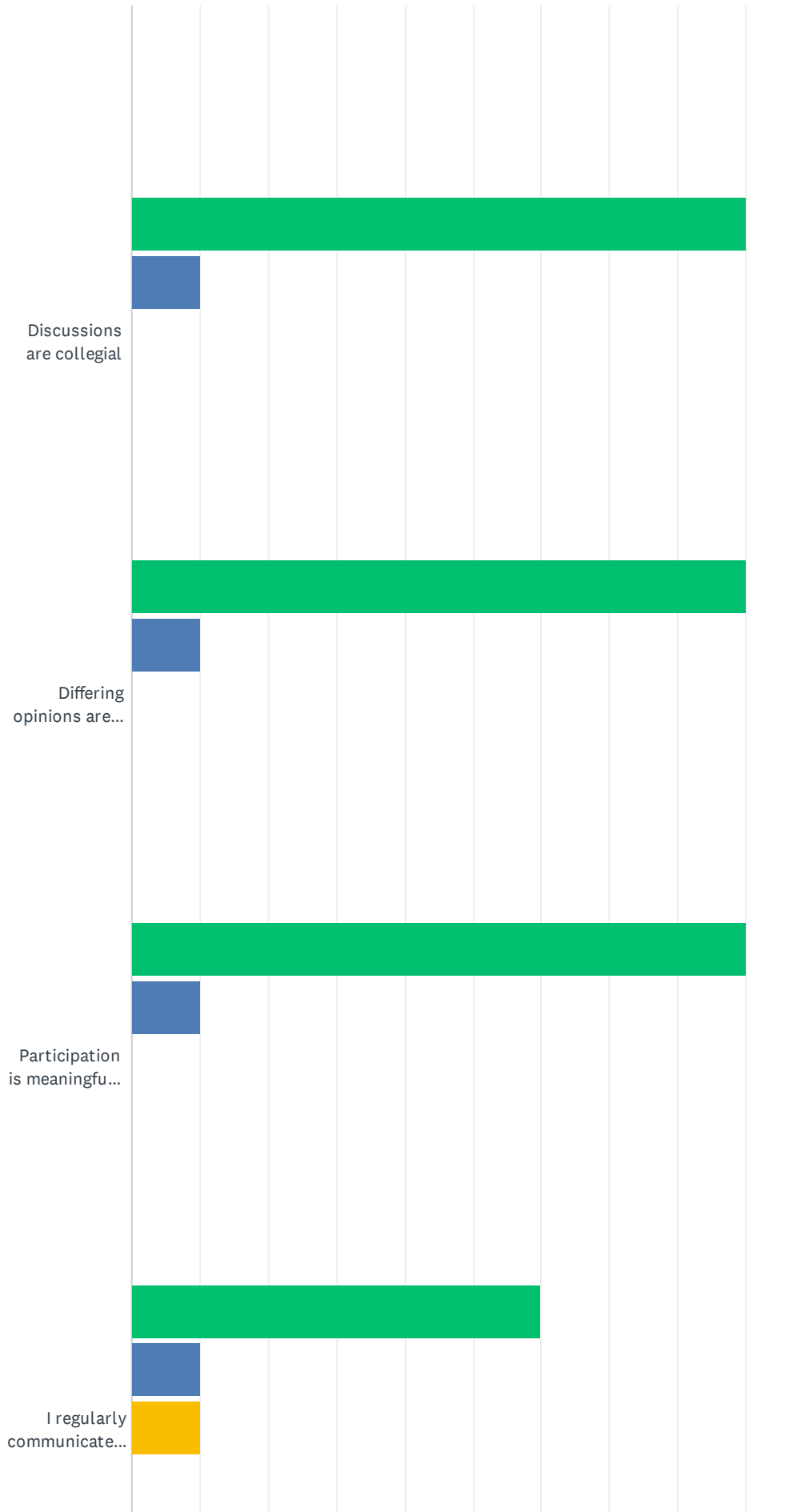
- This can be used to answer the question, “Which majors are having the most difficulty learning the concepts in this class?”

Q1 Please rate your level of agreement with the following statements for the governance entity selected above:

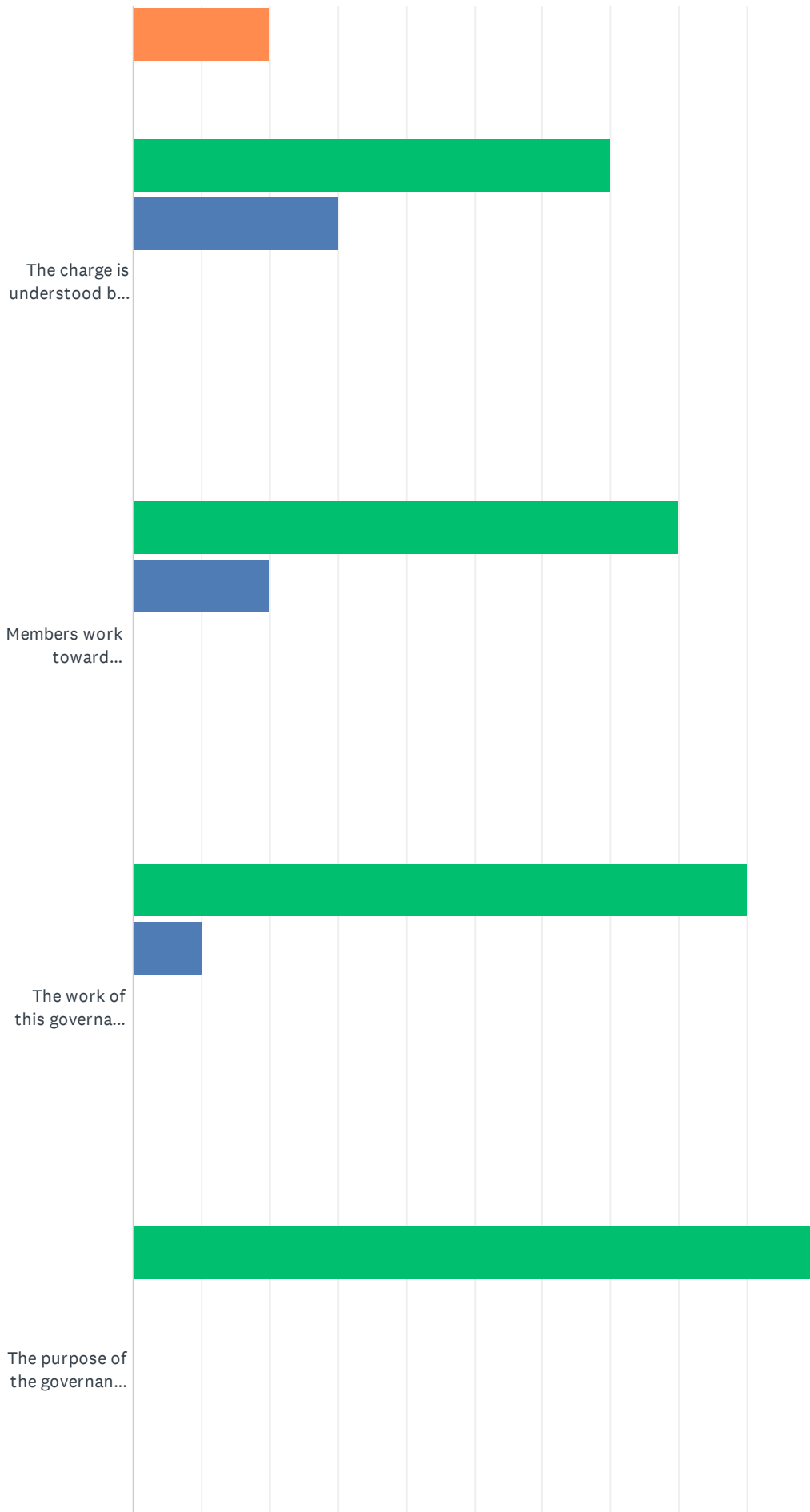
Answered: 10 Skipped: 0



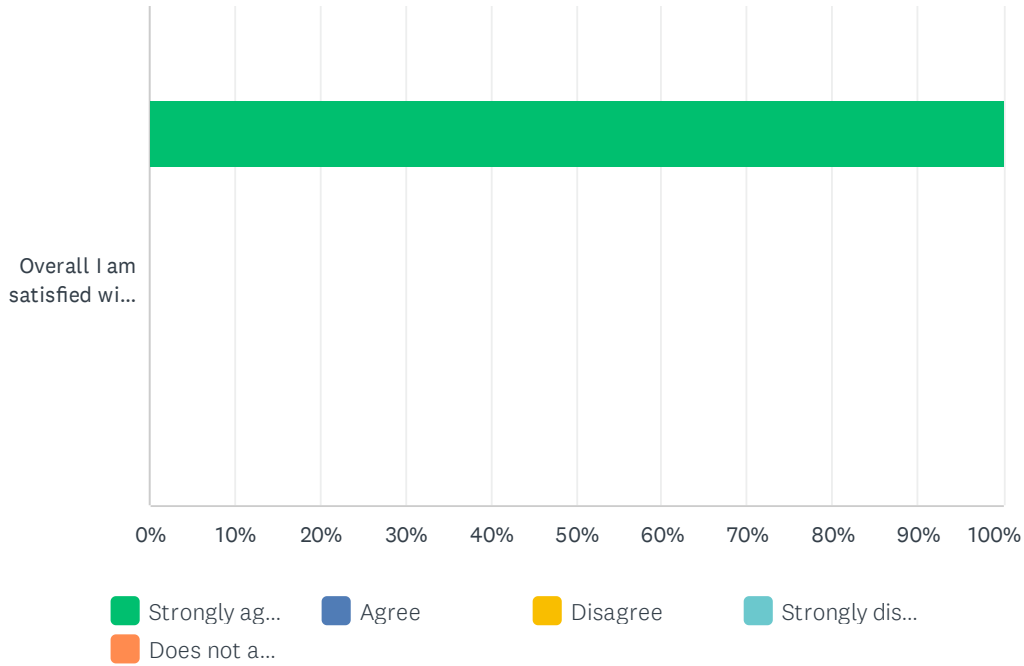
Assessment Committee Survey of Effectiveness



Assessment Committee Survey of Effectiveness



Assessment Committee Survey of Effectiveness



	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Agenda and minutes are provided far enough in advance of meetings	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Agenda items are completed within the meeting time	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	10
Members are given adequate information to make informed recommendations or decisions	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	10
All members are encouraged to be actively involved	60.00% 6	40.00% 4	0.00% 0	0.00% 0	0.00% 0	10
Discussions are collegial	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
Differing opinions are respected	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
Participation is meaningful and important to me	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings	60.00% 6	10.00% 1	10.00% 1	0.00% 0	20.00% 2	10
The charge is understood by the members	70.00% 7	30.00% 3	0.00% 0	0.00% 0	0.00% 0	10
Members work toward fulfilling the charge	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	10
The work of this governance entity has made an impact on its assigned EMP Goals or KPIs	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
The purpose of the governance entity aligns well with the college mission	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Overall I am satisfied with this governance entity's performance	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10

Q2 Is there something that you would recommend to help the committee function more effectively?

Answered: 3 Skipped: 7

#	RESPONSES	DATE
1	Thinking ahead, as we increase our collaboration with the other colleges on the GESLOs/ILOs it would be helpful to have regular updates at NAC on any progress that is being made. Also, I think while the revision process is underway, NAC may want to discuss a process to authentically assess the GELOs/ILOs (outside of mapping). Finally, I recall we discussed a couple of different frameworks for assessing students' skills and abilities, but we did not determine how to move forward. It could be helpful to loop back around to this especially in the context of assessing higher level outcomes. Finally, NAC should review the new accreditation standards with regard to accreditation to ensure that NC is aligned with the standards and to identify any gaps that might need to be addressed. The earlier we do this, the more time we will have to make progress on any self-identified areas of improvement.	3/20/2024 7:01 AM
2	Ashley, Greg, and Charise work beautifully together, and make it a pleasure to attend our meetings.	3/19/2024 7:01 PM
3	Great committee	3/6/2024 9:47 AM