NORCO COLLEGE

Assessment Committee
Minutes for November 8, 2023
9:00- 10:30 am
Operations Center (OC) 116

Meeting Participants

Committee Members Present

Hayley Ashby, Greg Aycock (co-chair), Caitlin Busso, Tami Comstock, Eric Doucette, Ashlee Johnson (co-chair), Stephany Kyriakos, Zayed Hannan (ASNC rep.), Lisa Martin, Stephen Park, Timothy Russell, Jesus "Gil" Vela, Tim Wallstrom, and Aldo Yañez Ruiz.

Committee Members Not Present

Daren Koch, Jethro Midgett, and David Schlanger.

Guest

None

Recorder

Charise Allingham

1. Call to Order

- 9:04 am

1.1 Welcome

2. Action Items

2.1 Approval of Agenda

- MSC (Hayley Ashby/ Eric Doucette)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of October 11, 2023, Minutes

- MSC (Stephany Kyriakos/Tim Walstrom)

2.2 Conclusion

- Approved by consensus.

2.3 2023-25 NAC Charter

- MSC (Stephany Kyriakos/ Tim Russell)

Areas that were updated include:

- Accreditation standards were updated to include only the new standards the committee agreed upon at the last meeting.

- Scope and Deliverables were updated to include:

1. Create Assessment V2 Plan of Action.
2. Increase participation in Canvas assessment.
3. Implement an approach for PLO Assessment.
- The membership structure was updated to specify the new school structure.
    - Schools can have more than one member, but only one member counts for quorum and voting.
    - Need to update membership to specify who are the voting members and alternates for each school if more than one representative is present at a meeting.

2.3   Conclusion

- Approved by consensus.

2.4   Spring Semester Meeting Schedule

- MSC (Stephany Kyriakos / Lisa Martin)

Discussion on the first meeting of the Spring semester-February 14th and April 3rd due to Spring break.

- Need to do training/ norming for the committee on the assessment section of the Program Review. Program Review is due March 22.
    - Need a February meeting to train the committee on how to look at the data and provide feedback for the new assessment section of the program review.
- The committee agreed to move the meeting to the third Wednesday of the month to allow for more meetings in the Spring semester.
- Spring 2023 Meeting Schedule:
    - February 21, 2023
    - March 20, 2023
    - April 17th, 2023
    - May 15th, 2023

2.4   Conclusion

- Approved by consensus.

2.4 Follow-up Items	2.4 Task of	2.4 Due by
Send out new schedule meeting requests to the committee	Charise	ASAP

3. Discussion Item

3.1   Assessment Schedules (Homework)

Assessment schedules are determined by individual areas, but we do not currently capture or maintain these schedules.
- Need to document these schedules for accountability.
- A template will be provided to the committee, thank you, Aldo!
- Please work with departments to develop assessment schedules for each discipline.
    - Schedules should not only include when the data will be gathered but also when the data will be evaluated and used to make decisions.

- Question: How far out should the plan/schedules be?
  - Suggestion to plan through 2027, the current assessment cycle.
- After the assessment schedules are submitted and a schedule needs to change, we should have a process to update the master schedule. Will need to visit this at a future meeting.
- Question: would it be helpful to have the master assessment schedule posted on the website?
- Homework: Please send the plans to the co-chairs.
- This will be a standing item on the agenda.

3.2 Program Review Assessment Rubric/Feedback

The previous rubric is no longer valid and will be retired. Discussion on changing from a rubric to providing qualitative feedback.

- Qualitative feedback is preferred.
- Request for co-chairs to create an observation example and come up with feedback prompts.
- Suggestions for feedback prompts/ themes:
  - Evidence of collaboration
  - Specific data identified, citing the data.
  - Completeness. Will be pasting together assessments from 3 sources this year.
    - College-defined outcome dashboard data
    - Discipline-defined outcome dashboard data
    - Nuventive assessment reports (Fall 2021- Spring 2023).
  - Goal-specific prompts
  - Equity gaps
- Question: Do we provide feedback on what they entered or on any gaps we find?
  - Possibly both, co-chairs will develop prompts for authors to use when making the observations.

Canvas dashboards in Nuventive were shared and explained. Dashboard data includes:
- Outcome mastery and average scores
- Outcome mastery and average score over time
- Outcome master by demographics (discipline level)
- Outcome mastery by declared major
- Outcome mastery by declared major and outcome
- Feedback from departments
  - Would like to see the disaggregated data at the outcome level.
  - Please note for this cycle the disaggregated data is only available at the discipline level.
  - Question: Who would have access to unmasked data?
    - Only faculty in the discipline would have access to the program review units and the assessment data.

- o Question: Can modality be part of the observations?
    - Currently, the dashboards do not include modality but will look into the possibility of including it in the future.

3.3 GELO Discussion (District)

Discussion on the status of updating the GELOs.

- RCC wants to provide a process to clarify the GELOs but not change the meaning.

- Other suggestions are to develop a process to update the entire set of GELOs.

Do the GELOs need to be updated? Do we need to develop a process to update the GELOs? Do we want to expand and include ILOs at the college level?

- Discussion about ILOs-
    - o Best example is the Degree Qualifications Profile (Lumina)
        - Was beta tested on over 400 institutions with strong faculty input for changes.
        - Provides a common group of SLOs that all degree recipients should know and be able to do at the associate's-, bachelor's- and master's degree-levels.
        - International approach to looking at what you need at each level.
        - Five Learning Categories
            - Specialized Knowledge
            - Broad and Integrative Knowledge
            - Intellectual Skills (6)
            - Applied and Collaborative Learning
            - Civic and Global Learning.
        - If the committee is interested, we can send the Lumina Degree Qualification Profile document and the committee can discuss it at a later meeting.
            - Pages 16-20 provide an explanation of the five categories.
- The committee suggested clarifying and not changing the meaning of the GELOs at the district level and possibly implementing college-level outcomes (ILOs)
    - o One concern: The new statewide degree pattern (CAL-GETC) does not include Self-development and global awareness. Will need to possibly update GELOs to remove them.
        - State removed from general ed to lessen required GE units and provide one path to multiple 4-year institutions.
            - Can still be a local requirement.
        - Solicit feedback from departments and bring back to committee.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Send Lumina framework to committee members	Co-chairs	ASAP

4. Information Items

4.1   Area Updates

- Accreditation- Working on evidence, updated the SLO section to include Student Services updates including the move to using the SSIPP framework.
- Schools- no report
- Counseling- no report
- IE/Administrative- Administrative areas have already had more training and support than in the past and are optimistic about assessing EMP objectives.
- Library- Conducted a survey at the end of spring and are currently in the process of analyzing the data.
- LRC-no report
- Student Services-no report

4.2   Assessment Training Schedule

- Co-chairs tried to develop a training schedule, but calendars are very full. Need help from the committee supporting and hosting trainings.

5. Good of the Order
- Committee Homework
    - o   Assessment schedules/plans
    - o   Feedback for assessment portion of program review
    - o   Feedback on implementing ILOs at the college level.

6. Future Agenda Topics
- Assessment feedback norming session

7. Adjournment
- 10:30 am

Next Meeting

Date: February 21, 2023