



**Assessment Committee
Minutes for May 15, 2024**
9:00- 10:30 am
Operations Center (OC) 116

Meeting Participants

Committee Members Present

Hayley Ashby, Greg Aycock (co-chair), Caitlin Busso, Eric Doucette, Ashlee Johnson (co-chair), Stephany Kyriakos, Timothy Russell, Tim Wallstrom, and Aldo Yañez Ruiz.

Committee Members Not Present

Tami Comstock, Daren Koch, Jethro Midgett, Lisa Martin, David Schlanger, and Jesus "Gil" Vela.

Guest

Bani Ghosh

Recorder

Charise Allingham

1. Call to Order

- 9:02 am

1.1 Welcome

Welcome to the last meeting of the semester.

2. Action Items

2.1 Approval of Agenda

- MSC (Stephany Kyriakos / Tim Wallstrom)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of April 17, 2024, Minutes

- MSC (Stephany Kyriakos /Tim Russell)

2.2 Conclusion

- Approved by consensus.

2.3 2024-25 Meeting Schedule 3rd Week

The committee decided to continue the meetings in the month's third week in the Fall and Spring semesters.

- Suggestion: The third week allows for an extra meeting during the first week of the semester if needed.
- MSC (Stephany Kyriakos /Eric Doucette)

2.3 Conclusion

- Approved by consensus.
- The committee will not meet in August because the 21st is the first week of school. The co-chairs will send out preparation resources (homework) for the September 18th meeting.

3. Discussion Item

3.1 Assessment Review Discussion

- The committee discussed their experiences with providing feedback for the assessment observations.
 - Suggest providing feedback on how to analyze positive observations and identify 'what they are doing right' that can be shared with other areas.
- In the Student Services area, it was difficult to provide feedback because the requirements were unclear. For example, did each area need to provide a continuous improvement goal for each SSIPP?
 - Suggestion that provided feedback may not align with what areas were under the impression they needed to complete.
- Instructional areas may not have completely understood the expectation of an observation. For example, mixing up the data review data and the assessment data.
 - Suggestion to include in feedback information about using Canvas to address equity, especially to help motivate areas to start using Canvas to collect assessment data.
- Instructional training needed:
 - reviewing the quantitative data
 - encouraging adjuncts to link outcomes in Canvas and informing them about available compensation.
 - how to make an observation, examples, and guidance on what are best practices (what doing well/needs improvement).
- Suggest adding student count to all the charts in Nuventive for clarity.
- Administrative areas were difficult to provide feedback. Each objective should have at least a plan/ method for assessment. Training is needed.
- Nuventive form
 - Observation name/Title: title of the observation.
 - It is important to clearly title because, in the future, we will need to make an action plan, so a clear title will make it easier to find the original observation in Nuventive.
 - Clear instructions and guidance must be added to the form, especially around addressing equity.

- Assessment V2 will include more tabs building on the observation. For example:
 - Action plan/ root cause
 - Continuous improvement/closing the loop.
- It is important to use the Canvas chart naming conventions to clarify which outcomes are being discussed.
- The assessment section is always open. Future planning will need to include when and how often areas should be entering observations and following up on their assessment schedule.
- Suggest possibly providing feedback as a committee as new observations are entered.
- Some areas do assessments outside of Canvas, and we will need to address these areas in Assessment V2.

4. Information Items

4.1 Area Updates

- Accreditation- Getting ready to ramp up for the fall. Assessment is embedded throughout the new standards. Attended the ACCJC conference, which included a session showcasing a program assessment model that included practices we may want to adopt, which will be shared with the committee. Also intrigued by the idea of a book club related to assessment.
- Schools- no updates
- Counseling- no updates
- IE/Administrative- Administrative units need further training and support to get moving with their assessment. Will be reaching out to each unit to offer support.
- Library-no update
- LRC- no update
- Student Services- update

4.2 Program Review Response

The Program Review Committee responded to the request by the Assessment Committee to consider returning any Program Reviews with a blank assessment section with a suggestion to provide constructive feedback, resources, and assistance.

Any program reviews with blank assessment sections will be accepted.

- The Program Review Committee felt there was no prior notice that incomplete program reviews/assessment sections would not be accepted, so it would not be fair to do so now.
 - There may be a time in the future when the assessment section is blank, which may be a reason not to accept the program review.
 - What can we do regarding repercussions if the assessment section is not submitted as a committee?
 - As a committee, we can provide a formal notice to areas to address blank sections.

- Suggestion: We may need to discuss the need to separate program review and assessment further. Historically, the two committees have been working hard to integrate the two areas.
 - Program review is a point in time, and assessment is ongoing.
 - Other areas, such as faculty professional development, are integrated into Program Review; there is a precedent for integration.

5. Good of the Order

- Thank you to anyone who has served and will not be returning in the Fall.

6. Future Agenda Topics

- Accreditation Alignment
- Assessment V2 (PLO)
- Assessment Schedules
- Assessment Data collected outside of Canvas

7. Adjournment

- 10:21 am

Next Meeting

Date: September 18, 2024

3rd Wednesday 2024-25 NAC meeting Schedule (OC116 booked for)

Meetings are held in OC 116 on the third Wednesday of the month from 9:00 am - 10:30 am during the Fall and Spring semesters. For details email [Charise Allingham](#).

Fall 2024:

- August 21
- September 18
- October 16
- November 20

Spring 2025:

- February 19
- March 19
- April 16
- May 21

2nd Wednesday (need to book room)

Fall 2024:

- September 11
- October 9
- November 13

Spring 2025:

- March 12
- April 9
- May 14