



Norco Assessment Committee Minutes

10/26/17 12:50-1:50 in IT 209

Call to Order

1. Reading and approval of minutes from 9/12/2017 and 10/12/17-Moved/Seconded by Kyriakos/Sentmanat

2. Today's Topics

- SLO Assessment Matrix plan fall 2017-fall 2019 (Excel document)
 - Some are finding that SLOs are not correct. Each discipline needs to designate a lead Improve faculty member to update SLOs when changed in curriculum.
 - Cross-listed courses can be assessed by either discipline as long as permission is given in Improve. One assessment in a cross listed course will count for both disciplines.
- Support for disciplines to complete assessment
- Research and Assessment manager position – what will they do?
 - Possible auto generated email with rating of each student 0-4 on SLO, then it goes to the manager who analyzes data and sends back summary, then the instructor writes a summary. Can tie this to assessment of PLOs, GELOs
 - Sigrid Williams was concerned that bringing a third person in would meet requirements. Sarah: I wouldn't go for it if it would take away control from class. Someone just sits next to someone, "tell me about your course, what assignment matches...when you do that assignment, grade them on 0-4 on the SLO." All the manager does is run the report in a statistical package. The faculty then go into TracDat and write what they did, copy paste results, comment on the results and what they should change. They won't do anything to change the course, they just facilitate the conversation.
 - Sigrid asked if we need one-on-one? Sarah: no, maybe only 7 faculty who need 1-on-1. They just need more efficiency. ACCJC will be OK b/c the faculty are still doing the assignment.
 - It's going to be an opt-out situation (they don't HAVE to do the 0-4 scale, they can do their own).
 - NO, a third party will not tell faculty what to do.
 - The manager can then press faculty to meet those deadlines, and if they don't do it, then there will be escalation... meetings with (admin?) to make it happen.
 - Sigrid: why hire someone to do something that faculty should be doing? Some people need it

- Laura Adams: Likes that it's not telling them what to do, it's removing barriers... E.g., they don't know to analyze data, well now they have someone to help them
- Tim Wallstrom: Likes that it breaks it down into smaller tasks
- Glen Graham: thinks it will help adjuncts, especially the reminder.
- Sarah reminds him that you can't force adjuncts to participate, but they can ask for reimbursement.
- CTE prof: now can't fire PT instructors who have been there b/c of the new law
- Sarah: we can send friendly reminders, and as a college we need to do this
- Greg: Wants NACs support, but we don't know where the money is coming from
- Sarah: if it costs less money, would you support a clerical person? Answer: no (from committee). Laura: person should enrich assessment, not just transcribe
- CTE prof: get assessment in the contract.
- Sarah: why isn't assessment in the contract?
- Tim: when contract was negotiated, assessment wasn't for sure going to happen
- Michael Bobo: have a day when everyone gets together to do it?
- Sarah: not everyone will show. Can't mandate
- Michael Bobo: in-service day?
 - It would be FLEX, but you can't get everyone there

Program & Course Assessment in fall 2017 – GE PLO Self-Development – do we need to considering we have already done multiple cycles in the past 4 years? –The answer is NO. We only have one GE assessment to do between now and 2020. We don't want to put that on faculty right now

- Revision of Rotation Cycle for all assessment on campus – volunteers to come up with revision
- Subgroup for rotation cycle. Committee members send an email to join subcommittee
- Program review, assessment, curriculum meeting this morning
 - Adding objectives – trying to figure out a solution that does not impact assessment
 - Revision of Rotation Cycle for all assessment on campus – volunteers to come up with revision
 - Dates for NAC meetings in Fall – Outlook invite will be sent – Room IT 218
 - 11/9 and 11/30 (we are closed 11/23)

Good of the Order