



*Norco Assessment Committee Minutes*

*May 13, 2020 9:00-10:30am Zoom*

**Present:** Laura Adams (co-chair), Greg Aycock (co-chair), Cathy Brotherton, Courtney Buchanan, Tami Comstock, Alexis Gray, Ashlee Johnson, Stephany Kyriakos, Daniela McC Carson, Jethro Midgett, Tim Wallstrom, and Caitlin Welch.

**Absent:** Bibiana Lopez and David Chaney (student Rep.)

**Guests:** Sharese Tronti and Juan Zaragoza

**Call to order: 9:03am**

*Action Items:*

**Approval of Agenda:**

Motion to approve Agenda – Alexis Gray, second by Stephany Kyriakos, 0 abstentions.  
Approved.

**Approval of Minutes:**

Motion to approve March 4<sup>th</sup>, 2020 minutes – Ashlee Johnson, second by Stephany Kyriakos, 1 abstention.  
Approved.

**Assessment Chair**

Motion to approve Ashlee Johnson as the new assessment coordinator- Stephany Kyriakos second Alexis Gray.  
Approved.

- Laura has accepted a new position as the Accreditation co-chair for 2020-21. Ashlee Johnson has stepped up to be our new Assessment chair. Laura sent out an email request for a new chair and Ashlee responded to the call.

Motion to approve the Assessment position description- Cathy Brotherton, second Alexis Gray.  
Approved with modifications.

- The position description is discussed and attached to the minutes. This includes the position compensation and duties the assessment coordinator is responsible for. Suggestion to negotiate the position compensation up to a .6, currently it is a .3. This is a serious responsibility to take on the role as assessment coordinator.
- The committee is so grateful to Laura for all that she has done.
- Question was raised if Ashlee was tenured. Many chairs have started in their roles before they were tenured.

The assessment team will be available to the assessment coordinator to help with any duties possible. Laura will work with Ashlee this year to write the assessment report.

- Description is modified to include a collaboration with the assessment team to accomplish some of the assessment duties so they are not only the responsibility of the coordinator.

### **Assessment Cycle-Gap year**

Altering this cycle by adding a gap year- Motion to approve Stephany Kyriakos, second Ashlee Johnson.

Approved.

- The six-year cycle ended in December 2019.
- Norco is currently at 90.2% courses assessed and 85% programs assessed.
- The committee is proposing to extend the current cycle to Fall of 2021. This would be a one-time gap year.
- We will start the next cycle to align with the program review cycle. When is the three-year program review due? Spring 2021-March but maybe a later due to COVID 19.
- By aligning assessment with program review the hope is when we set everyone back to red checks in Nuventive it will not be so traumatic. We need to interpret the red X in Nuventive. The red X means that the course has not been assessed in the current cycle, it is not necessarily bad and needs to be explained.
- Request to continue with the trainings and workshops to help with understanding and accomplishing assessment during the gap year including assessment for us vs. assessment for them.

### ***Discussion Items:***

#### **Survey of Effectiveness**

Discussion on the results of the survey of Effectiveness of the committee. We had an 85% response rate; 11 of the 13 members responded to the survey, which is good. Committee went through each question; all responses were positive, and the committee was encouraged by the results. The committee is very appreciative of the work that has been accomplished. Members are happy to be part of the committee. We have a great committee make-up and the overall feel of the committee is positive.

#### **Rescheduled AOE Discussion Workshops during College hour (12:50-1:50 pm)**

- Fine & Applied Arts: Thursday, September 3, 2020
- Business Administration & Information Systems: Thursday, September 10, 2020
- Math and Science: Tuesday, September 29, 2020
- Humanities, Philosophy & Arts: Thursday, October 1, 2020
- Kinesiology, Health, and Wellness: Thursday, October 8, 2020
- Social & Behavioral Studies: Thursday, October 29, 2020
- Communications, Media & Languages: Thursday, November 5, 2020

We are planning to have the discussions in person in the Fall in OC 116 with an option to participate via Zoom. If need be we will have the discussions via Zoom only if we are still remote.

#### **Assessment Committee and Proposed New Strategic Planning Structure**

A discussion about the new strategic planning structure and where the committee will be in the structure.

- The new structures purpose is to help streamline the strategic planning process and to provide a clear decision making and approval process.

- Are the councils made up of faculty? The councils are made up of a mixture of faculty, staff, and administrators. The faculty chairs from assessment, program review, professional development will all be members of the Strategic Development and Governance council.
- The committee was surprised to find the assessment committee under Strategic Development and not Academic Affairs in the chart. NAC is under Strategic Development because assessment covers all aspects of the college; all departments including student services and business services do assessment especially for program review.
- Program review originally was under academic senate. At Norco all departments do program review.
- Suggestion was made to move assessment and program review to report to both the academic council and strategic development council.
- Do we want to be bigger (a wider scope and charge of the committee) and cover assessment for the whole college or focus only on academic assessment?
- We are continuing to drive the culture of assessment for us.
- Suggestion the committee to be moved under academic affairs or focus mostly on academic assessment.
- Institutional effectiveness is not only about compliance; it is also about telling the story with data.
- If we are not improving teaching and learning how are we going to see our outcomes improve. ACCJC uses the word assessment to mean achievement, learning, completion. This is complicated.
- It is a huge charge to be responsible for academic assessment. If we take on student services, business services and administration will we not be diluted in our abilities? Some colleges have a SLOAC committee and a separate assessment committee.
- Student services do not feel completely included in the assessment committee even though they are assessing all the time.
- Should we have separate committees one for teaching and learning and one for student services, business services and administration? Suggestion to have Institutional Effectiveness provide support for student services, business services and administration.

### **Statement of Purpose**

We need to have a clear scope of the committee to address the statement of purpose. This has been tables for the next meeting.

### *Future Meetings:*

September 9, 2020 OC 116

October 14, 2020 OC 116

December 9, 2020 OC 116

### *Good of the Order: 10:32 am*

Thank you so much for Laura, she has been an amazing coordinator. Cathy- thank you so much for all you have done for the committee. Welcome to Ashlee- we are excited to have you.

# NORCO COLLEGE

## Best Practices for ConferZoom Meetings

Below are best practices for council/committee/department meetings at Norco College to be used as a guide for facilitating efficient and effective meetings via [Conferzoom](#).

### Meeting Recorders

- Install [Zoom Outlook Plugin](#)
- Review [In Meeting Security Options](#)
  - [How to Keep Uninvited Guests Out of Your Zoom Event](#)
- [Schedule meetings](#)/Set meeting features
  - Determine security settings for your group (you are encouraged to use at least one)
    - Require Registration
    - Enable Waiting Room
    - Require a Password
  - Mute mics/video upon entry
  - Allow screen sharing among meeting participants
  - [Set up polls](#) (if needed for voting)
- Distribute agenda and meeting handouts
  - Include Zoom link, meeting ID and on the agenda
- Begin meeting early, help troubleshoot connection issues

### Meeting Host

- Review [Host and Co-Host Controls in a meeting](#)
- Review [In Meeting Security Options](#)
  - Consider Locking meeting after all participants have joined
- Begin meeting 10-15 mins early
- Choose a meeting facilitator to:
  - Display handouts using [share your screen feature](#)
  - Watch for participant questions/comments
- Roll Call for quorum
- Housekeeping
  - Sound check
  - Mute mics reminder
  - Raise hand for questions/comments
- Voting Instructions for Committee Members connecting remotely
  - Motions and voting on meeting minutes can be verbal
  - Option to use [Zoom polling feature](#) to record votes for other Action Items
- Limit Meeting Times (no more than an hour)

### Meeting Participants

- Test video and audio before the meeting
  - No picture? Check your camera shutter
  - No sound? Check your sound volume
- Announce name before speaking
- Mute mic when not speaking
- Raise hand to speak
- Use chat to ask questions

## All Participants

- Watch the video for setting up [profile](#)
  - Disable HD Video
- Watch 1 min video on [how to join a meeting](#)
- Test meetings, practice!
- Use headphones if you have them
- Remember to connect your device to a power source during the meeting

## Resources

[Executive Order on the Brown Act \(N-25-20\)](#)

[Zoom Live Training Webinars](#)

# Faculty Assessment Coordinator Position Description Norco College

From the CTA Contract, Appendix F, page 86

## APPENDIX F

### RIVERSIDE COMMUNITY COLLEGE DISTRICT 2015-2016 COORDINATOR SALARY SCHEDULE

Effective July 1, 2015

COORDINATORS	Reassigned Time	Stipend
Coordinator, Assessment	.30	\$5,192

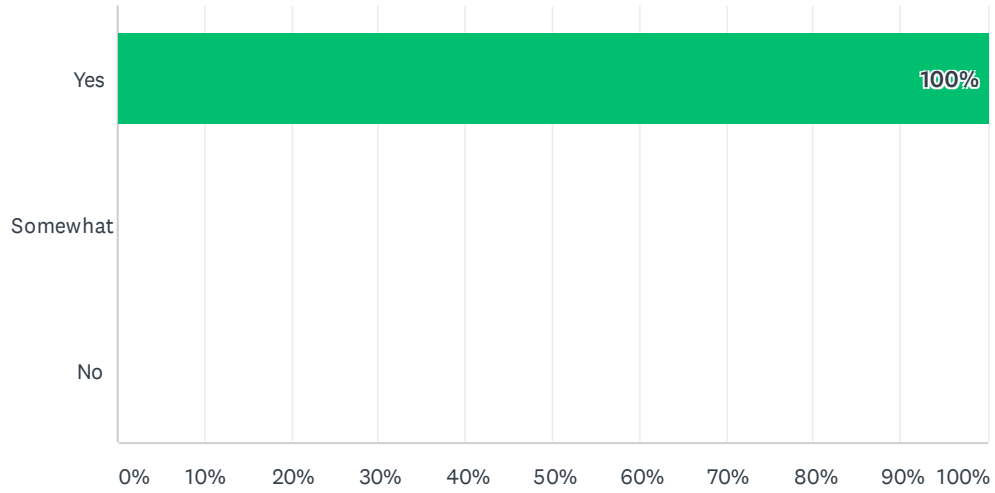
### Faculty Assessment Coordinator Responsibilities

- Co-chairs the Norco Assessment Committee
- Works with members of the Assessment Team, including the Dean of Institutional Effectiveness and the Research & Assessment Manager, to
  - Plan and coordinate the college's assessment related efforts
  - Provide updates to the college community about assessment at Flex Days, Academic Senate, and department meetings
  - Create manuals, handouts, presentations, and other resources to facilitate assessment by faculty
  - Host drop-in workshops for faculty to work on assessment projects
- Writes the Annual Assessment Report for Norco College, with contributions from the Dean of Institutional Effectiveness and the Vice President of Student Services.
- Coordinates with the Program Review Coordinator to ensure that assessment is integrated with program review processes and resource allocation
- Keeps updated on assessment information and requirements affecting California Community Colleges, through a variety sources, including NILOA, the State Chancellor's office, ACCJC, etc.
- Attends conferences and training when appropriate (SLO Symposium, Nuventive User's Group Meeting)



## Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?

Answered: 11 Skipped: 0



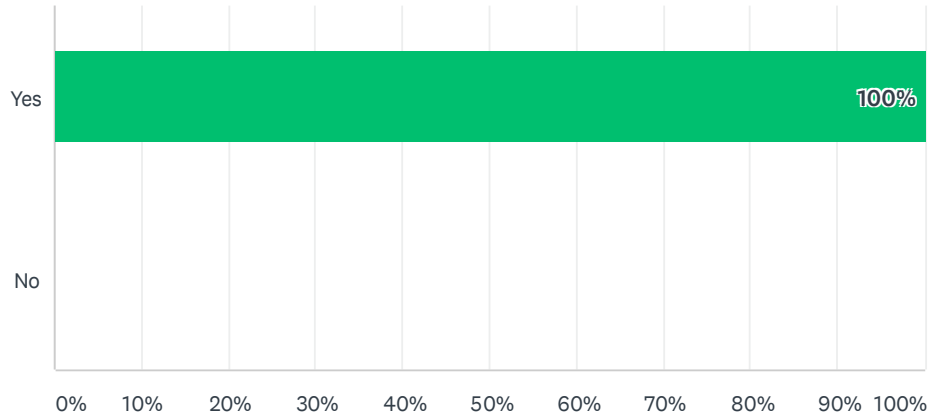
ANSWER CHOICES	RESPONSES	
Yes	100%	11
Somewhat	0%	0
No	0%	0
TOTAL		11

#	ADDITIONAL COMMENTS	DATE
	There are no responses.	



### Q3 Are agendas and minutes provided electronically prior to the committee meetings?

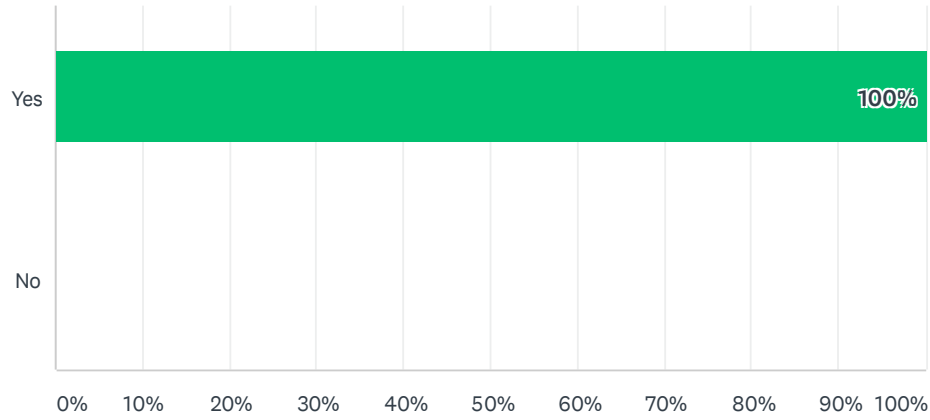
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100%	11
No	0%	0
TOTAL		11

### Q4 Are the agenda items usually completed within the meeting time?

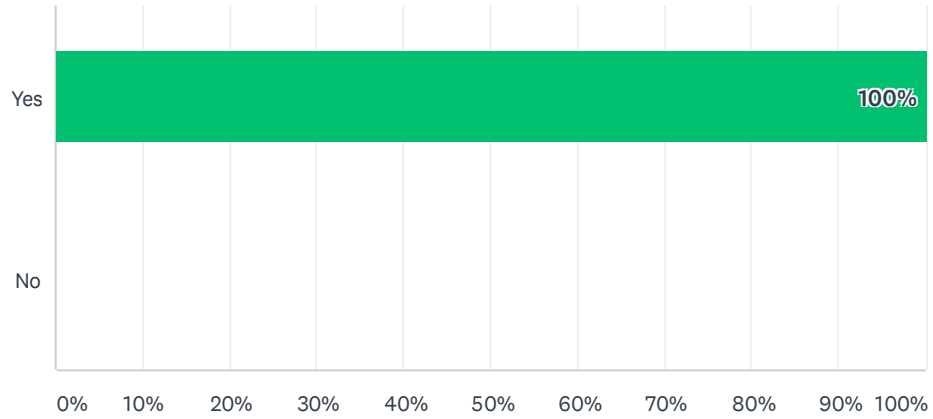
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100%	11
No	0%	0
TOTAL		11

## Q5 Are committee members given adequate information to make informed recommendations and decisions?

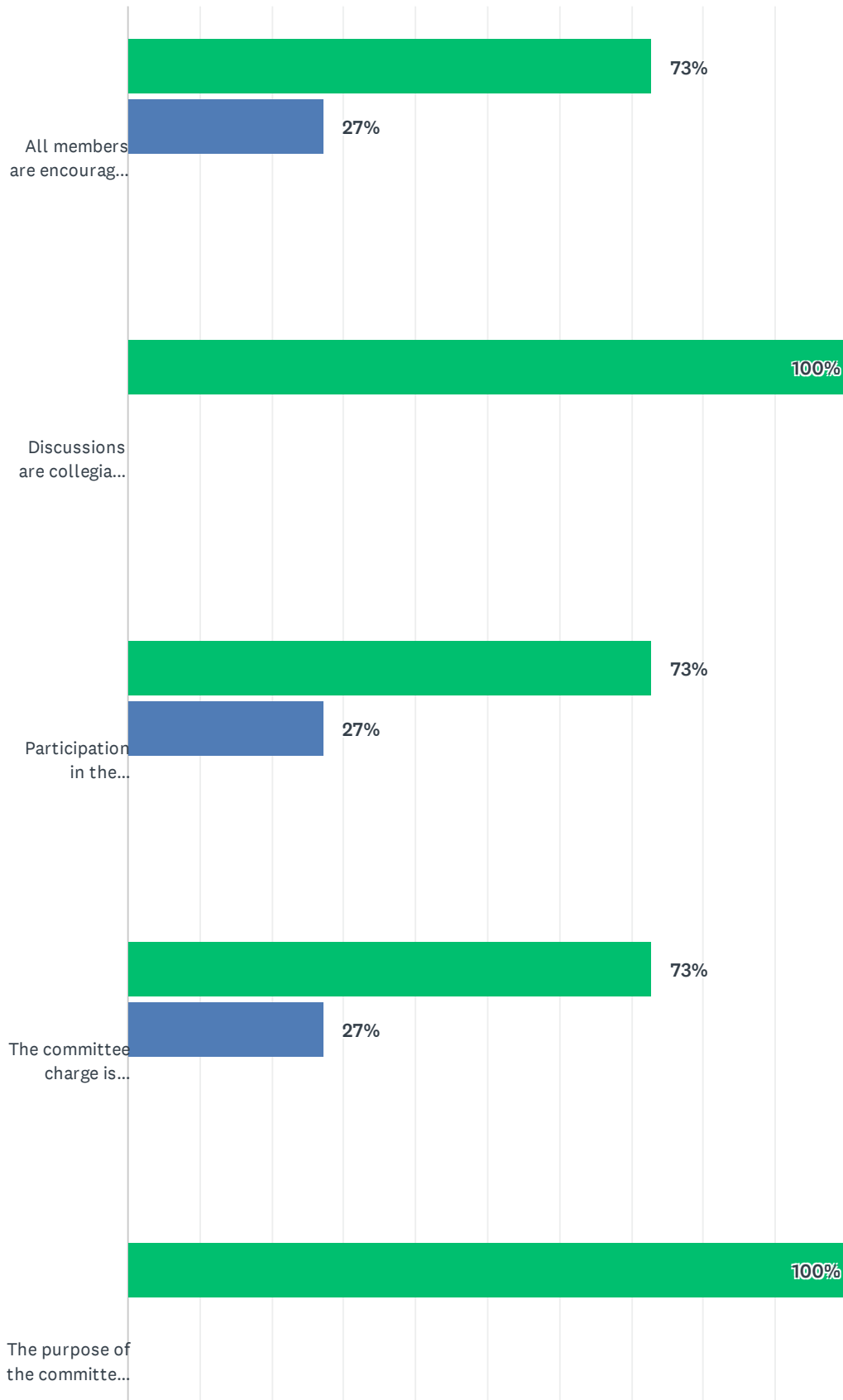
Answered: 11 Skipped: 0



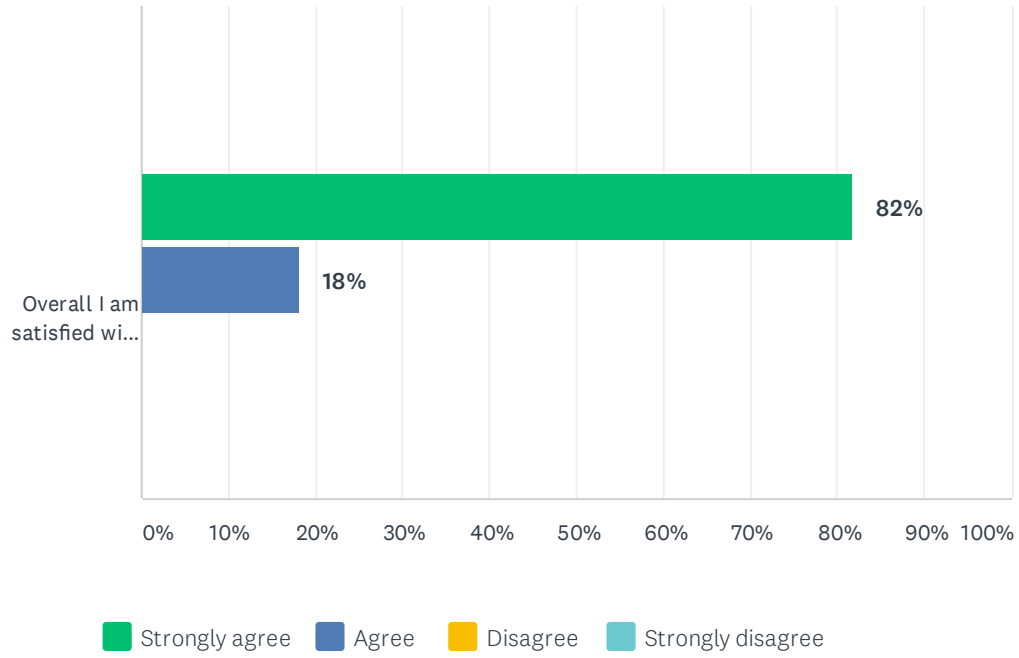
ANSWER CHOICES	RESPONSES	
Yes	100%	11
No	0%	0
TOTAL		11

### Q6 Please rate your level of agreement with the following statements:

Answered: 11 Skipped: 0



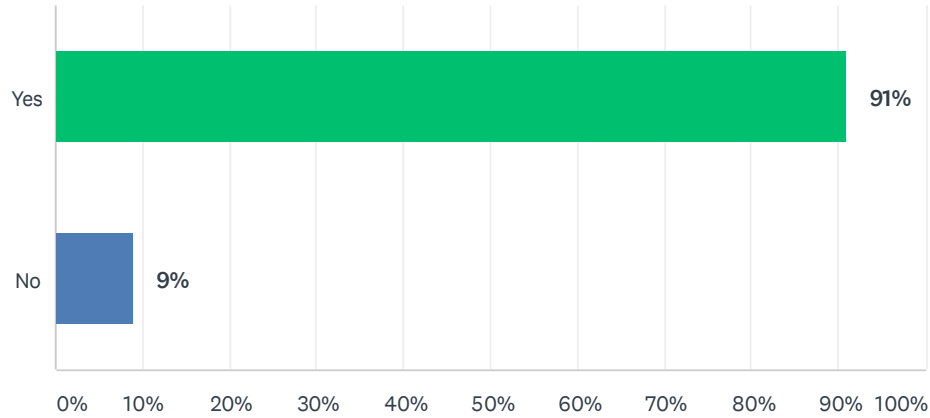
## Academic Senate and Senate Standing Committees Evaluation of Effectiveness



	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
All members are encouraged to be actively involved.	73% 8	27% 3	0% 0	0% 0	11
Discussions are collegial, and differing opinions are respected.	100% 11	0% 0	0% 0	0% 0	11
Participation in the committee is meaningful and important to me.	73% 8	27% 3	0% 0	0% 0	11
The committee charge is understood and the members work towards fulfilling the charge.	73% 8	27% 3	0% 0	0% 0	11
The purpose of the committee aligns well with the college mission.	100% 11	0% 0	0% 0	0% 0	11
Overall I am satisfied with the committee's performance.	82% 9	18% 2	0% 0	0% 0	11

### Q7 Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	91% 10
No	9% 1
TOTAL	11

## Q8 Is there something that you would recommend to help the committee function more effectively?

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	not at this time, I believe this is one of the best committees I am on. Thank you to All that participate and make it work.	5/4/2020 6:50 AM
2	The changes to the assessment process and the committee meetings have been great!	5/1/2020 12:44 PM
3	I think it is time to shift the focus from compliance to improvement of teaching and learning through the process of assessment. The assessment committee should also take a lead in Pillar 4 of Guided Pathways - Ensuring Learning.	4/21/2020 3:56 PM

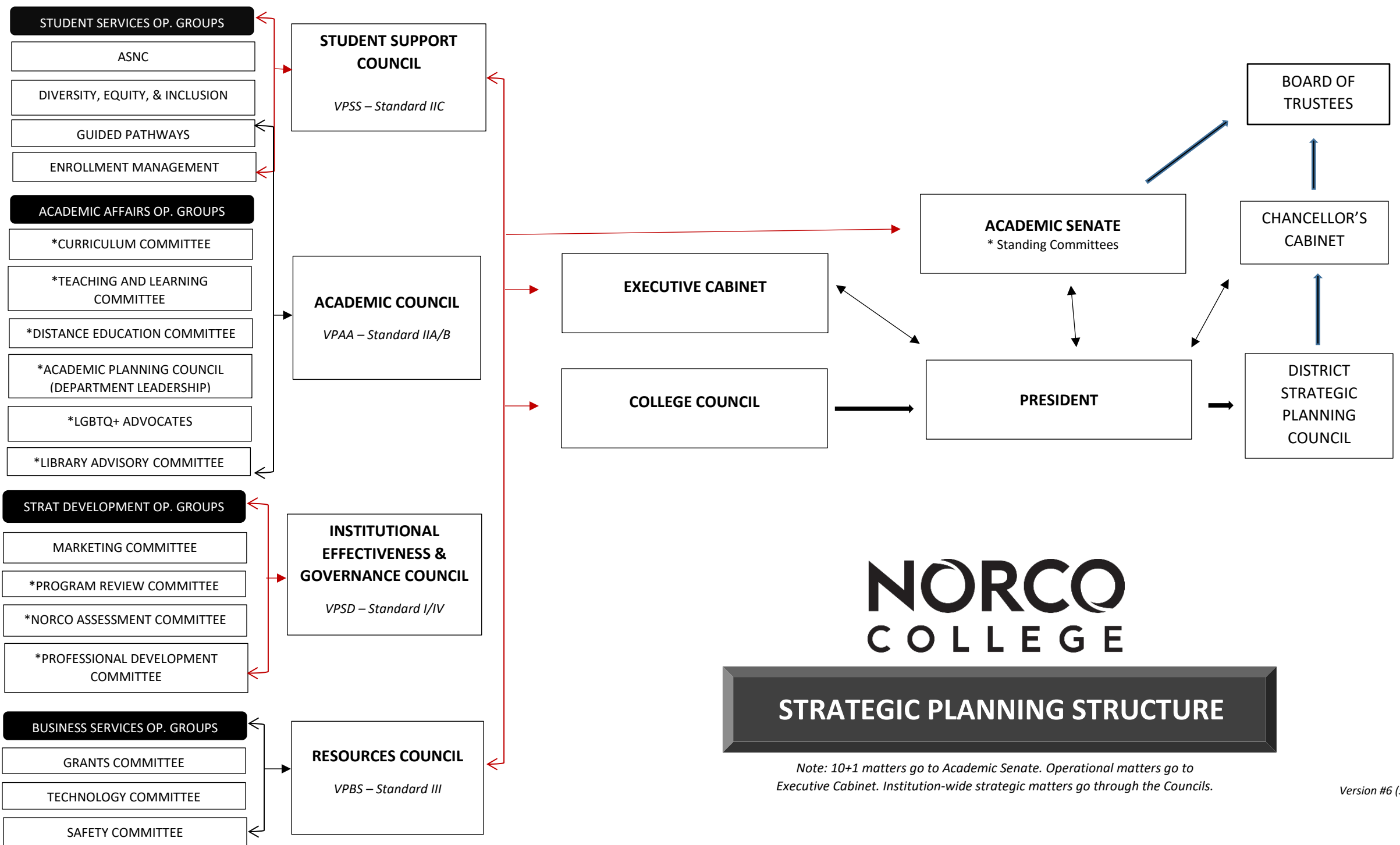
## Q9 Please make suggestions on how this evaluation (survey) could be improved:

Answered: 0 Skipped: 11

#	RESPONSES	DATE
	There are no responses.	



**OPERATIONAL GROUPS/ COMMITTEES**      **LEADERSHIP COUNCILS**      **INSTITUTIONAL PLANNING, ACCREDITATION/GOVERNANCE**      **COLLEGE-LEVEL DECISION-MAKING**      **DISTRICT-LEVEL DECISION-MAKING**



**STRATEGIC PLANNING STRUCTURE**

*Note: 10+1 matters go to Academic Senate. Operational matters go to Executive Cabinet. Institution-wide strategic matters go through the Councils.*