NORCO ASSESSMENT COMMITTEE

March 10, 2016
CSS 219 | 12:50-1:50pm

MINUTES

<u>**Present**</u>:
Laura Adams, Assistant Professor, Psychology
Greg Aycock (Co-Chair), Dean, Institutional Effectiveness
Quinton Bemiller, Assistant Professor, Art
Sarah Burnett (Co-Chair), Associate Professor, Early Childhood Education
Gerald Cordier, Associate Professor, Engineering
Araceli Covarrubias, Assistant Professor, Spanish
James Finley, Assistant Professor, Simulation and Game Development
Siobhan Freitas, Associate Professor, Chemistry
Alexis Gray, Associate Professor of Anthropology
Stephany Kyriakos, Associate Professor, History
Jethro Midgett, Assistant Professor, Counseling
Judy Perry, Associate Professor, Simulation and Game Development

Guests:
Nancy Duong, Adjunct Faculty, Mathematics
Steven Han, Visiting Faculty, Chemistry
Luis Montes, Adjunct Faculty, Philosophy

<u>**Absent**</u>:
Khalil Andacheh, Associate Professor, Sociology
Robbie Bishara (Student Representative)
Tami Comstock, Associate Professor, English
Mark DeAsis, Dean, Admissions, and Records
Diane Dieckmeyer, Vice President, Academic Affairs
Kevin Fleming, Dean of Instruction, Career & Technical Education
Daniela McCarson, Assistant Dean, CalWORKS & Special Funded Programs

I.   **Approval of Minutes**
      December 10, 2015
      Motion to approve/Alexis Gray
      Seconded/Laura Adams
      2 Abstentions
      Approved

II.   **New Business**
- **How to run a report in TracDat – what people will need to know to help with their Annual Program Review**
  - **Sarah demonstrated step-by-step for the committee on how to run a Assessment Course: Four Column report.**
    - **The most used report will be the four column report.**
    - **Instructors will need this information for the APR.**
    - **Put in your report sub-title.**
    - **Select the course(s).**
    - **Select the SLO status.**
    - **Select the semesters fall 2014 and spring 2015.**
    - **It might take a few minutes to run depending on the courses you selected.**
    - **Please show your departments how to run this report.**
    - **Sarah handed out an older template which she will be modifying and sending out. Please let faculty know there is a template, but do not give them this one.**
    - **Ad Hoc reports are a little more difficult to run because there are a lot more choices.**
    - **Sarah will e-mail out instructions on how to run the 4-column report.**

  - **Working with the Annual Program Review Template.**
    - **It was discovered that the there was a glitch on the APR template.**
    - **The drop down menu is not working at the present time.**
    - **Sarah will work with Jefferson to see if the problem can be fixed.**
    - **This menu was intended to be a timesaver, but if you have a faculty member who would prefer to copy and paste please have them email Sarah.**
    - **Greg stated that TracDat is a tool that can be used to help fill out APR. In TracDat the information is summarized.**

  Discussion:
  The question was raised if TracDat will be helpful for the Comprehensive Review.
  The answer was yes, the Assessment: Course Four Column report will be helpful, but will not address everything that is required for the report.

- **Update on completed assessment from fall 2015—what can you do in your department to help?**
  - **Only had 33% of assessment was completed in the fall. This was only SLO assessment. By the second Friday of the semester we should have been at 100%.**

- All faculty that were to be involved in fall assessment were sent an email with copies going to the corresponding dean, and to their department chair.
- Sarah has asked the department chairs to bring this up at their next meeting and see if a person from each department can be assigned as the lead.
- The report to ACCJC is due at the end of March reporting on the percentages of courses that have never been assessed.
- Right now we are at 77% completion rate for assessments on courses that are on the books but have not been assessed.
- If there are instructors who can get their plan into TracDat, we can legitimately report this to ACCJC.
- Please, if you were unable to assess let Sarah know.

III.   For the next meeting
- Please be prepared to give department updates regarding on-going assessment.
- We are going to "norm" ourselves.

IV.   Good of the Order
- Greg gave an update on data for program review. We have gone from 3 charts to more than 25, adding things such as; awards data, how many students enrolled declared a major, etc. so there is a lot more data we can look at now.
  - The question was asked, "What is efficiency"? Greg stated it is a way of determining productivity in a course.
  - Where can raw numbers be found?   Raw numbers can be found on the Program Review website.
  - Greg would welcome feedback from the departments to find out if this information was helpful or not.

Adjournment 1:50pm