NORCO COLLEGE

Norco Assessment Committee Minutes

11/14/18 09:00-10:30am IT 218

Present: Laura Adams (co-chair), Greg Aycock (co-chair), Michael Bobo, Courtney Buchanan, Kevin Carlson, Alexis Gray, Stephany Kyriakos, Samuel Lee, Virgil Lee, Jose Sentmanat, Tim Wallstrom, Jeff Warsinski, Kara Zamiska, Nathaniel Llo

Absent: Daniela McCarson, Jethro Midgett, Ana-Marie Olaerts

- **Call to order:** 9:04am

- **Approval of Minutes:**

  o 10/10/2018 minutes had a change of "CurriQunet" to "Canvas" on page 3. Motion to approve minutes – Alexis Gray, second by Samuel Lee, 2 abstentions.

- **Discussion Items:**
  o **Nuventive/Improve Updates – spreadsheet, etc.**
    - Laura- Introduces a new more accurate tracking document with the intention to introduce it to faculty soon. It is stored in SharePoint on excel online. The document can be sorted by department, discipline, course Id, course name, and school ext. Added in is the actual SLO itself, to help with misunderstandings of the SLO # in syllabus shells. In the 'Last assessed' column of the document 'Never' means there are no methods or results in Nuventive. Some other notes may say 'methods no results' or 'out of assessment cycle'. Also, copied over on to the tracking document are the plans from the former google spreadsheet. So you will see names or X's where there is a plan (example- under SPR 19). We moved all the plans from the former google spreadsheet to the new tracking document so we don't lose the ability to follow up with assessment plans. Need to get faculty to fill in their plans where there are empty fields. Laura also added discipline leads and discipline chairs.
    - Discussion on the plans for the spreadsheet, getting it in front of people, how and if to improve it and the impact it will have because of the size of it. 1420 SLOs still need to be assessed. Need to create a graphic by schools that shows how many SLOs are outstanding and have already been assessed. The document will still be formatted with colors to show what SLOs are overdue, what SLOs have been assessed and ones that are planned for later semesters.

- Idea to run the SLO report through Nuventive and remove the unassessed SLOs so we have a visual and can create the graphics. We have more assessed SLOs than unassessed.
- Our colleagues in BEIT will need our help and support to get their assessment done. BEIT has a large number of courses that need to be assessed and are for the most part taught by part time faculty. Discussion about canvas being a solution for BEIT yet, most BEIT faculty don't use canvas.
- This spreadsheet will hopefully prompt disciplines to go through the course exclusion process for courses that have not and will not be taught that are showing up on this spreadsheet.
- Kevin and Laura meet with Gail, who explained that this is a massive undertaking and she asked for part-time faculty training in the assessment process. This prompted an idea to create an easy to use SLO assessment Microsoft form that will keep faculty from having to go into Nuventive. The form is a user friendly, easy way to input methods and results (all the fields required in Nuventive to complete an assessment or SLO). Once all the information is added to the form, faculty will press 'submit' and the information will go into a response box in an excel sheet. From the excel spreadsheet a clerical task of copy and pasting into Nuventive will be done by Laura, Kevin or Charise.
  - SLO Report form: http://bit.ly/SLOReport
  - SLO Tracking Document: http://bit.ly/SLOTracking
- Alexis questions why we continue to 'work around' Nuventive. Discussion about 'killing' Nuventive, the program is not producing or doing what was originally promised by the company.
- A concern about killing Nuventive right before accreditation. Greg informs that at the accreditation visit he was just involved in the college, had just changed over their assessment software and the process was not held against them.
- Discussion about using Canvas to do course assessments and then take the information from Canvas and summarizing to fill out the SLO Report Form.
- Question- Do we want to distribute the SLO report form? Or do we want to look at making bigger changes (assessment software) in the short term instead of the long term?
- Decision to use the SLO report form and to distribute the SLO report form and SLO tracking document via e-mail before Thanksgiving.
- SLO report form is also a great way to get notification that someone has assessed an SLO. Currently, Nuventive does not send notification when an assessment has been completed. SLO report form can be used as a way to update SLO Tracking Document.
- SLO Tracking Document updates are also a manual process. Someone (Charise) has to go into Nuventive periodically to check if any SLOs have been assessed and completed to update document.

- Much of the work with keeping Nuventive and the SLO tracking document up to date is a manual process because CurriQunet, Nuventive and the catalog do not 'speak' to each other.
- Question- Why do we not have a system that 'talks' to one another?
  - Answer- We thought that is what we had, what we were getting. We are finding out that Nuventive is not 'capable' of speaking to other systems like we were let to believe it could. This is the reason we are talking about killing it.
- Question- Don't other campuses have systems that talk to each other?
  - Answer: Some but not all.
- Alexis- We seem to be using Microsoft Office 365 for all of our fixes to our problems, is there a way for us to handle our assessment and curriculum through 365? Do we have to buy something else or could we create our own?
  - Dr. Lee- Curriculum systems need to have a work flow approval process. Not aware of a process available through 365. We need to develop something that is Norco specific that is not district dependent. We need a local system for curriculum, catalog, SLO assessment and a bridge to Colleague.
- Discussion about creating our own Assessment Document Spreadsheet by taking the assessment information out of Nuventive and adding the new assessments from the SLO Report form. This would be a backup in case we decide to abandon Nuventive. We will retain all of the necessary information in one massive spreadsheet.
- Discussion on removing access to Nuventive except for a few administrators and having faculty only use the SLO report form. This would prevent many of the current problems and confusion with Nuventive.
- Suggestion to update the website and add the link to the SLO report form instead of the link to Nuventive.
- Plan to get the SLO report form and SLO tracking document out by e-mail in the next few days.
- Suggestion to put a link at the end of the form to e-trive so part-time faculty can get paid easily.

- **Program Learning Outcome (PLO) Assessment**
  - Laura- is working on creating a manual or document for PLO assessment before Spring Flex. Need to also create a tracking document for PLO assessment.
  - Alexis- Do we have a GELO document? Answer: Greg's office (IE) coordinates the GELOs and the AOEs because they are non-owned programs. No real official way to know who the faculty that are mapped to the GELOs are, currently.
  - Alexis- In the update for Program review, the resources faculty can use to justify their resource request has been expanded, including GELOs**.** Faculty will be

reporting out. Where does the information go? Answer: Greg- we are working on getting that information into Nuventive (?). Used to be a report that the IE department created. Prior reports are available on the website.

- Alexis- request to put **'**GELO discussion' on next year's agenda before we leave for the summer.
- Laura- at spring flex the focus will be ADT degrees certificated and programs.
- How do departments find their PLOs that need to be assessed? Currently, the only real resource is the printed catalog.
- Discussion on different ways that PLOs can be assessed by disciplines.
- Drastically fewer PLOs than SLOs and once the SLOs are all assessed PLOs can be mapped. Even fewer PLOs because the decision was made to only assess PLOs over 18 units that are chancellor/ state approved.

- **NILOA Coaches**
    - **http://www.learningoutcomesassessment.org/coaches.html**
    - National Institute for Learning Outcome Assessment- we can apply for a coach to come to campus to help us with learning outcome assessment for free for at least the first visit.
    - Dr. Lee needs to provide one paragraph about our needs and what we expect from the visit with the coach.
    - Decide to request for a coach to come for fall flex.
    - Looking for some guidance on options for an integrated solution.
- **Program Assessment:**
    - **Self-Development and Global Awareness Discussion**
    - **Communications, Media, and Languages Discussion**
        - **Meeting: 11/28 9:00am- 10:30am OC 116**
            - At the meeting we will have discussions to interpret the data that has been collected.
            - In preparation please read the Self-Development and Global Awareness GELO.

- **Canvas and Learning Outcomes**
    - Kevin- Various people are working on getting SLOs into canvas. Meeting soon with Shaun to find out about our request.
    - Michael- Web enhanced means any kind of internet, it does not imply canvas. Courses that are hybrid and on-line can potentially have SLOs built into Canvas. Web-enhanced and lecture cannot be required to use canvas.
    - Why can't we have SLOs imported into canvas? This would get people out of Nuventive.
    - A disconnect exist at District. Web services does not report to IT at the district level. This is why we end up with multiple systems.

- Discussion on student's access to computers and the differences between Web enhanced and Hybrid courses computer access required.
- Nathaniel – asked about the library's possibility of having the hours reduced. This will impact students without computer access at home. The committee was informed that the library's hours will not be reduced. The library will be open regular hours.
- Discussion on what it means to be a web-enhanced course and how some courses on campus do not use Canvas because they are lecture only courses.
  - **Student Privacy: grades, LOA ratings (P/F. rubric), etc.**
    - Kevin- In Nuventive a few SLO results had student names and personal grade information. We removed these results and anonymized and returned them to Nuventive. Protocol will be to anonymize any information in Nuventive.
    - Need to let people know not to put student's names or identifying information in Nuventive.
    - In the SLO report form there is a part that reminds faculty not to include students identifying information.

  - **Assessment Highlight: Assessment in Accreditation Standards**
    - Topic is tabled for the next meeting

- **Future meetings:**

  - Next meeting will be
    February 13, 2019 09:00 AM, OC 116

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