

NORCO ASSESSMENT COMMITTEE

October 22, 2015

CSS219 12:50-1:50pm

MINUTES

Present: Laura Adams, Khalil Andacheh, Greg Aycock (Co-Chair), Quinton Bemiller, Robbie Bishara (Student Representative), Sarah Burnett (Co-Chair), Gerald Cordier, Araceli Covarrubias, Mark DeAsis, Diane Dieckmeyer, Alexis Gray, Stephany Kyriakos, Daniela McCarter, Jethro Midgett

Absent: Tami Comstock, Siobhan Freitas, Dominique Hitchcock, Kevin Fleming

I. Reading & Approval of Minutes

October 8, 2015

Motion to approve the minutes: Quinton Bemiller

Second: Stephany Kyriakos

Abstentions: 1

Approved

II. Ongoing Business

a. Revision of Assessment section of the Annual Program Review. Proposed Changes to the Document:

- Number 1: "Identify where you are in the cycle of SLO assessment..."
In the instruction section, the date was changed to reflect the appropriate time period and made bolder, language changed to clarify what counts as assessment and to clarify the purpose of the information to be recorded.
In the data entry table, columns were added to break up the information that needs to be entered into more specific units. The information should be easier to enter, the form should allow for more description, and this item should be easier for committee members to score. Each committee member will be trained to run reports from TracDat that will generate the information that is entered here. A question was raised about the possibility of checking all boxes in the table at once – in other words, if an initial assessment indicated that the standards are met, could the discipline also mark the assessment as "loop-closed." This is possible, so long as a justification is provided for how the data support loop closing. It can also be changed in TracDat retroactively, although justification must be provided.
- Number 2: "How many PLO initial assessments were you involved in..."
This item was changed so that the most recent PLO assessments were listed to make it easier to report (this list will be updated every year). NAC will also have a report so committee members can double-check the disciplines who participated.
- Number 3: "Please describe any changes (Improvements) you made..."

Boxes were added in this section to prompt thinking and description and to remind faculty to report any impact from changes in learning, engagement or teaching. A suggestion was made to add a list of options or a drop down list to allow faculty to simply select all of the changes they've made to a course in response to assessment. This would allow easier display of data and help ensure all improvements are listed.

Motion to add drop-down box of improvements: Stephany Kyriakos

Second: Alexis Gray

Approved

- Item 4: "Identify any assessments that indicate a modification should be made to the COR..."
No changes were made to this item, but it was suggested that it could be improved by adding a table to record answers, with the following columns: SLO/PLO/COR to modify, Suggested Modification, Reasoning.
Motion to add a table: Stephany Kyriakos
Second: Quinton Bemiller
Approved

- Item 5: "Have you shared your assessments..."
Edited to add department or college to the list of sharing venues.

- Item 6: "Did any of your assessments indicate that your discipline or program would benefit from specific resources..."
Boxes/Table added to justify resource requests based on assessment. The boxes should prompt responses and help ensure that people write N/A rather than leaving items blank.

- Item 7 "What additional support...? "
No changes

- Scoring Rubric:
 - Row 1:
Levels 2 & 3: specific "2 or more" in the place of "multiple"
Level 2: discussion about why only one loop-closing counts?
Level 1: change to reflect entry of an assessment plan in TracDat, with no activity reported
Discussion about whether loop-closing should be weighted more heavily than initial assessments.
A possible solution could be to list initials and loop-closings on separate rows, so that each is weighted equally.

 - Row 2: Modify so that 0=nothing in TracDat, 1=Word/PDF document only, 2=assessment plan entered but no results, 3 = Complete report

- Row 3: Nothing Changed
Discussion about Institutional Set Standards – conversations about quality... is it OK for a discipline to say that 45% is good enough? How will NAC deal with situations like these? Should improvement be necessary? These conversations will wait for spring semester.
- Row 4: Edited to add parallel structure for level 3 by adding “dept. & college”
- Row 5: No concerns, good
- Suggestion to add total boxes

Motion to accept changes to the Assessment Section of APR: Alexis Gray

Second: Quinton Bemiller

Approved

- b. Revision of Assessment section of the Comprehensive Program Review
Due to time constraints, this item was tabled for the next meeting

III. Information Items

- a. Upcoming TracDat Lab hours
To be held 11/4 and 11/19 in the NOC
- b. Upcoming Assessment Roundtable
To be held 11/24

IV. Good of the Order

No announcements

Meeting adjourned at 1:50pm.