

NORCO ASSESSMENT COMMITTEE

December 10, 2015

CSS 219 | 12:50-1:50pm

MINUTES

Present:

Laura Adams, Assistant Professor, Psychology
Greg Aycock (Co-Chair), Dean, Institutional Effectiveness
Quinton Bemiller, Assistant Professor, Art
Robbie Bishara (Student Representative)
Sarah Burnett (Co-Chair), Associate Professor, Early Childhood Education
Tami Comstock, Associate Professor, English
Araceli Covarrubias, Assistant Professor, Spanish
Diane Dieckmeyer, Vice President, Academic Affairs
Siobhan Freitas, Associate Professor, Chemistry
Alexis Gray, Associate Professor of Anthropology
Dean Hines, Visiting Instructor, Automated Systems, Guest
Dominique Hitchcock, Professor of French and Spanish
Stephany Kyriakos, Associate Professor, History
Jethro Midgett, Assistant Professor, Counseling

Absent:

Khalil Andacheh, Associate Professor, Sociology
Gerald Cordier, Associate Professor, Engineering
Mark DeAsis, Dean, Admissions, and Records
Kevin Fleming, Dean of Instruction, Career & Technical Education
Daniela McC Carson, Assistant Dean, CalWORKS & Special Funded Programs

A Moment of Reflection and Remembrance for the victims of San Bernardino.

- I. Approval of Minutes**
November 12, 2015
Motion to approve/Siobhan Freitas
Seconded/Alexis Gray
1 Abstention
Approved

II. Co-Chair Report

- **Assessment section of CPR and APR revised and approved by Senate – set dates for information sessions in spring**
 - **The Senate approved the revised changes to the CPR and APR.**
 - **Sarah commended the committee for their work on this project.**
 - **Recommended dates to set spring information sessions were the first two weeks in March. Offer a session for the annual and one for comprehensive.**
- **Review of Roundtable Meeting**
 - **Topics of discussion in roundtable**
 - **How can we encourage more faculty to engage in assessment? How can we encourage people to tie it to teaching?**
 - **Can we bring disciplines together to plan assessments?**
 - **Increase the number of flex activities that focus on assessment specifically – maybe they would all be about assessment for a whole year?**
 - **Meet with PDC to see if it would be possible to set aside a number for spring and summer.**
 - **Ask department chairs to think about devoting one department meeting to discuss assessment.**
 - **Sarah and Greg to possibly attend APC meetings on a regular basis to update the chairs on changes in assessment.**
 - **Make a video or power point presentation for new faculty to explain assessment.**
 - **Identify a NAC member in each department to be a mentor to new hires.**
 - **Go to each faculty member individually to encourage them to engage in the process.**
 - **Schedule possibly 3 roundtables for spring. Sarah will check on dates.**

III. New Business

- **Review of Strategic Planning Goals; plan for spring – Greg**
 - **Goal 5 – Activities**
 - **Revise assessment portion of program review template (both comprehensive and annual) to focus on PLO assessment. Done**
 - **Create and provide workshops on program assessment (e.g., SLO-PLO alignment). It is time to roll out program assessment and how it should be entered into TracDat, especially for the CTE faculty. To be done.**
 - **Establish a rotation cycle for program-level outcome assessment. Done**

- Develop workshops on innovative online assessment strategies. This is more of a Distance Education activity. NAC will not be taking the lead—to be done in 2016-17. This again brings up the conversation that we need to start connecting more with Distance Education. To be done.
 - Ensure that courses taught in both FTF and online modalities are assessed in the same semester by the same instructor. Greg suggested that NAC focus in on this activity, and have these courses identified in TracDat.
- Update on assessment in departments
 - Math and Science – A workshop for students on how to study for the BIO I class was offered. This was offered through the STEM Center. Hopefully, the information and results gathered can be entered into TracDat.

Math had a coordinated effort this fall presenting an outline stating the questions that have been embedded in quizzes/tests, and a scoring rubric for assessment. It has been sent to the part-time faculty.

- BEIT -- Paul VanHulle has started on year-end assessment. Faculty to cover accelerated classes need to be assigned and will need help. Sarah offered assistance and suggested maybe a one-day training session could be arranged.
- COM – In English, single courses are being mapped to SLO's, and documents have been created for part-time faculty.
- AHWL -- Quinton stated he had met with faculty members explaining, assessment and provided training TracDat. He has prepared a document on self-reflection that the faculty member prepares immediately. Sarah is going to review Quinton's document and prepare one that can be shared with all faculty.

Assessments for Spanish are being put into TracDat with the ADT to follow. Dominique announced she will be leaving the committee. The committee thanked her for all the work she has done.

IV. Good of the Order

- Greg announced that the GE PLO assessment in communications have been emailed out. If you have any questions, please contact Greg.
 - Email any accompanying word documents to Sarah.

- Sarah was never able to get on the agenda for COTW to share the success stories from assessment this year.

Adjournment 1:50pm