

## Norco Assessment Committee

### Meeting Minutes

September 12, 2017

*Present:* Jeff Warsinski, Tami Comstock, Stephany Kyriakos, Greg Aycock, Khalil Andacheh, Sarah Burnett, Sigrid Williams, Laura Adams

*Absent:* Jose Sentmanat, Araceli Covarrubias, Jethro Midgett, Kara Zamiska, Courtney Buchanan, James Finley, Alexis Gray, Barbara Moore, Kevin Fleming, Rodolfo Suarez, Daniela McCarson, Quinton Bemiller, Dan Reade

- **Approval of Minutes-**

- Minute approval moved to next NAC meeting on 9/28/17

- **Assessment Cycle Matrix -**

- Tracdat is a centralized system to upload assessments within your discipline and the last 3 years have been spent getting Faculty trained on how to use Tracdat. We are now at a point where every discipline has an assessment in Tracdat.
- As of spring everyone needs to find a cycle that fits with the Program Review cycle in each discipline. Disciplines will need to determine when they will be assessing.
- Assessment will take a 6 year cycle to do all PLO's and SLO's in each discipline.
- At Academic Senate it was confirmed that all GE courses have a rotation cycle written already so it should not be as hard to determine when to assess SLOs. Where it gets tricky will be when trying to figure out where to align that SLO with the program outcome.
- The Plan is that on 9/22/17 from 10am to 12pm we will send an email to a lead in each discipline more can come if they want but at this meeting we will be explaining how to create a plan to move forward and figure out a matrix. We will provide everyone with examples that Philosophy, Anthropology and Early Childhood Education have created and then each discipline can then modify and change it for their needs to the assess their SLO's and PLO's in the next 6 years.
- No single matrix will work for everyone as long as you know what SLO in what semester you're completing and when the PLO's are being assessed is all that matters.
- Everyone will have till mid-October to complete the plan and it will take coordination, collaboration and conversation within the disciplines.
- Once the document is submitted then they will be asked to go into Tracdat to input their plan so that a report can be ran to show when and what will be assessed as well as what hasn't been completed. We don't want to penalize people who can't get it done because things change in each semester but it has to then be inputted back into the matrix so it gets assessed in the 6 year cycle.
- HACJC is coming in 2 years and President Reese has stated that we will get a 100% which means all SLO's and PLOs will need to be assessed by then. Currently we are at 80% completion.

- **Tracdat Access-**

- In Fall we will reach out to each department to Identify one lead person to have access to PLO's and SLO's in each discipline to have extra access with the knowledge that if you delete it you will be responsible to rebuild it.

- **Revision of Rotation Cycle for all assessment on campus -**

- Greg and Sarah will sit down and create a new rotation cycle since it is now 6 years and the old one is 4 years. We will try very hard to not overload disciplines and lighten the load.
- GE assessment is this fall and we are trying to get print out of the report that shows how every course aligns to the GE at the SLO level.

- **Follow up on Program Assessment from last year- (Greg)**

- Referring back to PLO Assessment FALL 2016 handout all red is not completed. On TD if it says a NO then you need to go back into Tracdat and complete it anyone who has done it will tell you it takes about 20 minutes to input it and then you can be done.
  - We just want to get the message out that these need to be inputted and if anyone is unsure how to do it please refer them to Sarah Burnett so it can get done. PLO's are inputted in the same way as SLO's. Please give heads up at your department meetings and share the information if possible. Let people know emails will be sent out.
  - No one in here today from BGT, AHWL and Science.
- **Dates for NAC meeting in Fall:**
    - Meeting will be held in IT218
    - 9/28/17, 10/12/17, 10/26/17, 11/9/17, 11/30/17
- **Good of the Order: Action Items:**
    - Share the plan for Assessment Cycle Matrix at your department meeting DUE: 9/28/17