



Norco Assessment Committee Minutes

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

Present: Laura Adams (co-chair), Kris Anderson, Greg Aycock (co-chair), Michael Bobo, Courtney Buchanan, Kevin Carlson, Hortencia Cuevas, Alexis Gray, Stephany Kyriakos, Samuel Lee, Jose Sentmanat, Tim Wallstrom, Jeff Warsinski,

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

- **Call to order:** 9:05am

- **Approval of Minutes:**
 - Introduction of Charise Allingham, Dr. Aycock's new Administrative Assistant

 - 9/12/2018 minutes. Motion to approve minutes – Alexis Gray, second by Kris Anderson, 0 abstentions.

- **Discussion Items**
 - **Program Review**
 - Laura- Picking up where we left off: Integration of assessment into Program Review and what kinds of info needs to be reported with Program Review about assessment.
 - Alexis- requests that Laura please provide an update on Improve
 - Laura- Kevin, Charise and I attended the user's group meeting for Nuventive. We learned about new version on Nuventive that we should receive sometime over the summer. It is going to look different with many improvements.
 - Alexis- Question about the integration between the two?
 - Laura- New version will not be SharePoint dependent. Data and graphs are going to show up on the right-hand side of the screen and you will be able to copy and comment on the information. It is not going to give us what we need on the dashboard; we need some type of a report about a given disciplines progress on assessment. We will need to purchase another piece for 10,000 dollars a year or so, in order to get those capabilities.
 - Question- Can we request the purchase of this piece of Nuventive through the district because we are all using the same program? No
 - Alexis- All the colleges in the district have their own contract and the software is configured quite differently on each campus. Can we take all the data from

Power BI on the assessment side and feed it into program review using 'people' labor until we could automate it?

- Laura- I believe so, we would need someone with a specialized skill set. This is beyond our current ability.
- Greg-Power BI is a program that can create visual charts and ways to display data, possibly 40 different ways. A way to make data look pretty.
- Laura- Currently, Nuventive has a way to run a four column report but it can be over 26 pages, essentially it's just a summery.
- Alexis- is working with the district right now to get the SLOs from CORE integrated into Canvas.
- Laura- We need another module from Nuventive called Connect. It essentially will take the data from Canvas and put it into Nuventive automatically.
- Alexis- Nuventive did not deliver with what was originally expected from the program.
- Discussion about what Managed services from Nuventive will provide, including taking over the IT side of the program. Currently, there's a disconnect between Nuventive and 'us' in terms of what we were expecting from the program. For example: we were promised Program Review would be in Improve. Nuventive believes the four column report accomplishes this.
- Jose- We need better communication between the individuals negotiating the contract and 'us'. We need to make it clear what we have in mind as faculty and what gets agreed upon are the same.
 - Greg- we need a conference call with Nuventive reps, Greg, Laura, Alexis, Jose, Greg, Sam, Kevin, and Marshall; everyone in the room to discuss what we need to accomplish Program Review and assessment.
- Greg- Discussion on how we are going to move forward to obtain Analytics, Connect and Managed services for the time being to get us through Accreditation. With the possibility of letting go of Managed services in the future.
- Paul is the ideal person to work with at Nuevntive; He has all the knowledge. We would like to ask to work with Paul directly as we move forward. We want to run ideas of what we expect by Paul first and if he says our ideas are possible we will have them put into a contract.
- Alexis- Can we negotiate a three college price that will also include 'Curricu-log'? 'Curricu-log' (Curriculum component) would need to be centralized through the district. 'Curricu-log' would keep the learning outcomes constantly in sink, with live changes.
- Question- is Nuventive improved or do we need to buy all this stuff to get the improvements? Answer: It will be slightly improved (with the coming up-dates) but we need to buy Analytics and Managed services as soon as possible to make

Accreditation. If we don't go to these newer systems and pay for them we will need to put in many more 'person' hours.

- Michael- We need to collaborate forces.
 - Alexis- We need a centralized meeting with Academic Senate, Program Review and NAC all in the room, not only leadership but all three committees.
 - Alexis- I move that this committee recommend that Dr. Lee call a consolidated meeting that includes Assessment, Program Review, Curriculum and Academic Senate committees to discuss our future plans regarding our integration of using Curricu-log and Nuventive tools.
 - Seconded by: Stephanie Kyriakos
 - Laura- Do we want to look at other systems?
 - It will be disruptive if we go with Nuventive tools for curriculum or not so this would be the time to look at other systems.
 - CurriQunet is not a dead program but it is a problem. Dr. Lee suggest one to look into is called CourseLeap.
 - Possible suggestion for the short term to pay for Nuventive tools to get us through Accreditation. We can then take our time to make a major change to a program that will accommodate our needs.
 - Michael- Do we have anyone at Norco that really understand these integrations? (CurriQunet and Nuventive) Would it be productive to bring in Lenny? If we don't have a point of contact, who?
 - Alexis- Distance Education is currently who we need to go to for the Canvas integrations, I am currently asking them to get the SLO's in. Currently in Canvas the Norco folder is empty, possibly because they are lacking the resources to type them in.
 - Bottom line at the moment we don't have any way to automatically update SLO's, syllabus shells and curriculum.
 - Alexis- Would learning Power BI be productive for us?
 - Answer Greg: Power BI has some data security issues. If you have data behind the dashboard it should be hidden. Yet, if we come in as the user we can get right into the data.
- **Nuventive/ Improve Updates- spreadsheet, etc.**
- Greg- Accreditation visit update: ACCJC seems to be a nicer, less punitive group. One issue that they do look for is if Program Review and Assessment are not connected. Last college I was at got a recommendation for this disconnect.
 - Laura- Charise has been working hard to make sure things are linked together.
 - Charise- I went through every course and created a spreadsheet that shows any course that is missing from one or more places: CurriQunet, Improve, the Catalog and the kill list. If a course is not on the list it means that it is showing up on Improve, CurriQunet and the Catalog.
 - The list will be included with the minutes and e-mailed to everyone at the meeting today.

- Please share the list with your disciplines and follow-up so we can remove or add the courses from Improve.
 - Laura- There is talk of creating a work group to reference these discrepancies. Looking to Dr. Lee for this work group.
 - Stephanie- Question about an update to Improve that may have screwed everything up. Do I need to do anything about it, should I be concerned?
 - The 'update' was the process of adding courses to Improve that showed up in both the Catalog and CurriQunet. These courses were supposed to be killed. Look in your discipline for any courses that are were supposed to be removed that have been added back. If any are found e-mail Laura, Greg, Kevin or Charise to have this corrected.
 - Alexis- Are we having this discussion (cleaning up the courses) across the district? Answer: No, we are just cleaning up our courses.
 - Discussion about courses that are showing up on all platforms being active and good.
 - Dr. Lee- the next step should be looking at the SLOs to make sure that they are all updated and correct.
 - Laura explains that not having all green check marks is not necessarily a bad thing, could be a number of reasons.
 - Laura- We need to get back to tracking SLOs to get ready for accreditation. We are going to create a new spreadsheet and start fresh.
 - Michael-A positive note watching the modifications of objectives. Objectives are growing and SLOs are shrinking. Talked to Brian and he said you can have a course with one outcome. If you have objectives that are rich it is possible to assess. SLO count is very low, one – three per course.
- **Program Learning Outcome (PLO) Assessment**
- Laura- We need to be working towards 100% assessment by Accreditation. We need to create a tracking document for PLOs, also.
 - Greg- My office is going to keep coordinating PLO assessment. This semester we are going to be doing the assessment on Fine and Applied Arts, based on mapping and our best guess which courses that haven't been mapped..
 - Stephanie- Are we supposed to do a follow-up after we send the data to you? Pertaining to the General Ed. Answer: Greg- yes we are going to do a follow-up meeting where we are going to discuss 'Global Awareness and Self Development'. The more people who are here to discuss the data the richer the results. The meeting will include the Assessment committee and the disciplines that it pertains to.
 - Stephanie- Then do we have to write the report or are you (Greg) going to be writing the report? Answer: Ideally the discipline that owns it will be, but until then, Kevin will be comprising the info and entering it into Improve.
 - The date for the meeting will be determined and sent out to everyone as soon as possible.

- Laura- As you go to your discipline meeting and talk with people, please let them know that if they have a program or certificate it will need to be assessed. The best way for them to do this is to coordinate with Greg's office.
 - Stephanie- The way we are accomplishing the assessment is we are mapping the SLOs to the PLOs for the data. We are using the same data to assess our PLOs.
 - Laura- Unfortunately there is no way to pull up the SLO data and then comment on it in the PLO screen.
 - Jose- I have been doing PLOs assessment pretty regularly for two years. The way I have been doing this is: I have been manually entering the data I have in my SLO field into my PLO field and adding additional commentary. I explain how this same data applies to the PLOs. You can't just 'cut and paste', you have to explain how the data relates to the PLO. Copy and paste the data from the SLO to the PLO.
 - Greg- A benefit of going through my office to assess your PLOs is: we will be able to consolidate all of the data and look at the data in terms of age, gender etc. This info looks good for Accreditation.
- **Programs with less than 18 units**
 - Greg- Leaving it up to the disciplines to decide if they assess any programs under 18 units. If it would be beneficial to the discipline to assess than do it, but they are not required to. ACCJC does not require unless the program is Chancellor Office approved.
- **Assessment Highlight:**
 - **SLOs vs. Objectives**
 - Laura- introduces the handout that explains the differences between Objectives vs Outcomes and the layers of Assessment. Objectives are not officially linked to SLOs yet they can be beneficial to think of them as linked.
 - Michael- explains that from the curriculum side course content should be linked to objectives on the way to the outcome.
 - Greg- look from the top down when you are designing your course to create a more natural, clearer assessment.
 - GELOs→ ADTs→ PLOs→ Course→ SLOs→ Objectives
 - Courtney will see about doing a breakout session on assessment at the next Professional Development Day during winter flex.
- **Future meetings:**
 - Next meeting will be
November 14, 2018 09:00 AM, IT 218
- **Good of the Order:** 10:31am

Improve Updates

X=where course appears

Course	Improve	Catalog	CurriQunet	Kill list
ACC-38			X	X
ADI-16		X	X	X
ANT-16		X	X	
ARE-26	X			
ARE-27	X			
ART-19		X	X	
ART-388		X	X	
ART-41A		X	X	
CAT-93		X	X	
CAT-98A		X	X	
CAT-98B		X	X	
CIS-1B	X		X	
CIS-14	X		X	X
CIS-65	X		X	X
CIS-54A			X	X
CIS-54B	X		X	X
CIS-56A	X		X	X
CIS-67	X		X	X
CIS-68	X		X	X
CIS-69	X		X	X
CIS-76B		X	X	X
CIS-76A			X	X
CIS-77		X	X	
CIS-95A	X		X	X
CON-80		X	X	
ELC-66		X	X	
ELC-68	X	X	X	
ELC-69	X	X	X	
ELC-73	X	X		
ELC-420		X	X	
ELC-421		X	X	
ELC-422		X	X	

Improve Updates

X=where course appears

Course	Improve	Catalog	CurriQunet	Kill list
ELC-423		X	X	
ELC-424		X	X	
ELC-425		X	X	
ELC-499			X	
ELE-24	X			
ELE-55		X	X	
ELE-420		X	X	
ELE-421		X	X	
ELE-422		X	X	
ELE-423		X	X	
ELE-424		X	X	
ELE-425		X	X	
ELE-499		X	X	
ENE-01A	X			
ENE-01B	X			
ENE-26	X			
ENE-27		X	X	
ENG-47		X	X	
ENG-91		X		
GAM-38A	X		X	
GAM-38B	X		X	
GAM-79A	X			X
ILA-3		X	X	
ILA-5			X	
ILA-800		X	X	
KIN-21A	X		X	
KIN-29	X		X	
KIN-A71		X	X	
KIN-A77	X		X	
KIN-A81	X		X	
KIN-A95	X			
KIN-VO1		X	X	

