



Norco Assessment Committee Minutes

3/13/19 09:00-10:30am ST 107

Present: Laura Adams (co-chair), Greg Aycock (co-chair), Cathy Brotherton, Courtney Buchanan, Kevin Carlson, Tami Comstock, Alexis Gray, Stephany Kyriakos, Virgil Lee, Bibiana Lopez, Ana-Marie Olaerts, Kara Zamiska

Absent: Samuel Lee, Daniela McCarson, Jethro Midgett, Tim Wallstrom, Jeff Warsinski

- **Call to order: 9:06**

- **Approval of Agenda:**

- Agenda had addition of "Future NAC meeting times". Motion to approve agenda- Stefanie Kyriakos, second by Laura Adams.

- **Approval of Minutes:**

- Motion to approve 2-13-2019 minutes – Cathy Brotherton, second by Kara Zamiska, 1 abstention.

- **Discussion Items:**

- **Nuventive/Improve Updates – spreadsheet, etc.**

- Laura provides a handout with updates to the tracking spreadsheet. Laura removed any SLOs that have already been assessed because we don't need to continue to track SLOs that have already been assessed. Yellow highlighted rows are courses that will not be assessed within the next two years or are in the process of being removed from curriculum. Laura also looked and found SLOs assessments that were overdue. Red rows are overdue assessments that had been scheduled by the discipline. Finally, she added an 'un-scheduled column'.
 - Question: What does the 'X' means on the spreadsheet? The 'X' or name of person in a column represents the scheduled SLO assessment in the semester indicated.
 - How do we know that the assessment has been completed? We will check Nuventive and when an assessment has been completed the row will be changed to green.
 - Question: We have a course that has not been offered and probably will not be offered before accreditation, what do we do? Let Laura, Kevin,

Greg or Charise know why and then we can make a note on the spreadsheet and turn the row yellow.

- Kevin will be following up on the spread sheet. If there are no plans or the plan is overdue he will be reaching out to Department chairs to schedule the assessments before accreditation.
 - Question: What does the word 'schedule' mean in this context?
When the spreadsheet was first created during the 2017-18 academic year people were asked to make a 'schedule' of when they planned to assessed the outstanding SLOs. Then reflect their plan on the spreadsheet using names or 'X's in the columns of the semesters. It doesn't matter when you schedule the assessment as long as you assess? Yes, as long as it's done by the 2020 accreditation.
- Question: What is the deadline for assessment? Fall, this term or spring of 20-21? The deadline is the end of fall 2019.
- Good news we have been making good progress. 21 disciplines assessed SLOs last semester. 54 courses are now completely assessed and deleted from the tracking spreadsheet. 246 previously unassessed SLOs have been assessed or removed through the curriculum process. Only 152 SLO assessments are overdue and 530 SLOs that are unscheduled.
- Many courses may have SLOs that have been assessed just not yet reported.
- Currently too late to remove courses through curriculum before accreditation.
- The SLO report form has been very well received by people who have used it. <http://bit.ly/SLOReport>
- Suggestion for Department leads to send the link to the form with instructions to faculty that are responsible for outstanding assessments.
- Laura created buttons that can be embedded in emails that can currently be found in her emails, Kevin's emails and on the website Faculty tool box page. Buttons link to SLO report form and tracking document.
- To find the report form on the website: Faculty→ Committees→ Assessment Committee→ Faculty Toolbox
- Suggestion to add the SLO report form link to other committees and discipline meetings minutes.
- Suggestion to add clearer instructions to only input assessment for one SLO at a time. Second paragraph of current instructions clarifies this yet some people only skim through and may miss this instruction.

- Question: How to manage recent SLO assessments that the SLOs have been updated and the previous assessed SLOs can be mapped to the new SLOs? Suggestion to email Charise with instructions mapping previous to new SLOs and she will do the mapping in Nuventive or redirect to Kevin or Laura if need be.
 - PLO assessment has been added to the SLO report form, Laura will be doing some updates to the form to help decipher the questions for SLOs and PLOs. Also, looking into adding a 0-4 rubric for results.
 - When assessment is finally added to canvas the biggest problem is going to be the reflection of results component.
 - Want to add a question, 'do you need resources to make these changes'? Have fears that it won't be done on program review. Suggestion to link to live program review form. Best practice to link resource request to SLOs and assessment.
 - Suggestion to make a list of all SLOs for the accreditation team-pull a report of all SLOs from Nuventive.
 - Any added documents that you would like added to your assessment submitted through the SLO report form, email them to Charise and she will add them to your SLO assessment in Nuventive.
- **Assessing assessment update**
 - Laura remind the committee of last meetings request for disciplines to bring questions pertaining to needs and feelings of assessment.
 - No updates provided except about the report form. BIET found positive feedback that assessment is helpful and well received. BIET also would like to move away from Nuventive.
 - Feedback that Friday, February 22nd assessment boot camp was very well received.
 - Suggestion to complete PLO assessment by gathering all faculty that are included in the PLO together to complete the assessment.
 - Survey to send out to all faculty to see how the assessment process is viewed here at Norco College. Questions to ask: What's your biggest obstacle to doing assessment? How do you know you have an assessment to complete? Do you know about the SLO form and the tracking document? Do you know about the drop in hours? Do you know there is a deadline for assessment? How do you view the assessment process? How is assessment working for you? How is assessment working for Norco College?
 - Suggestion to do assessment workshops with in the disciplines at the end of semesters.
 - Need to publicize the SLO due for accreditation spreadsheet, more.

- Suggestion to ask if assessments have been done and not input yet. We may get false feedback that they have been done, yet people may get the assessment completed due to the question.
 - This is survey season, may not be the right time to send out a new survey. Suggestion to offer a prize for completing the assessment survey. At the end of the survey they can print out a coupon. Think about the questions and the prize and email Laura suggestions. Look at email Charise sent on 2-14-2019 for question suggestions.
 - Question: Who is the best person to reach out to with questions or suggestions about assessment? Send emails to Charise as a first point of contact or to all of us. She will answer questions or forward the emails to the correct person to address the questions or suggestions. .
 - **Assessment report- first reading**
 - Assessment report will be emailed to committee members to look over. Next meeting the report will be included as an action item.
 - Historically the report has been 20-30 pages. We have now condensed it to 9 pages. Purpose is to summarize the assessment activity that has gone on this past year. Historically, the report has been written by the assessment coordinator. Laura has written the report portions that linked into course and program learning outcomes assessment. Laura has requested feedback on included tables. Key indicators have not been included in this report because data is not available for the 2017-18 year. Purpose is to have evidence for accreditation and a summary of the assessment activities that have happened and need to happen.
 - **Future times for NAC meetings**
 - Discussion on having the meeting on another day. We will add a question about meeting time to survey. Suggestion for Friday- conflicts with APC meeting because they are always on different Fridays. Committee agrees that currently the present time works for the time being.
- **Assessment Highlight: Assessment in Accreditation Standards**
 - Greg provides handout about where assessment is included in the ISER. The handout includes all the Standards that assessment is included. The assessment committee is usually called in by the accreditation teams. It will be helpful to know how accreditation and assessment fit together.
 - One of the pillars of Guided Pathways is ensuring learning. Ensuring learning is not only about professional development, assessment is very important especially PLO assessment. We can't only be assessing to get 100%, we need to include improvement in our assessment, using assessment to improve learning.
 - Student services assess all their programs and their SLOs which are different than instruction. Example of assessment include looking at students that use the reference librarians by capturing the student IDs and comparing them to other students in the same classes using semesters GPAs. In this process we can see if the reference librarians are having an impact on the students' performance.
 - Assessment report is used to assess academic quality. Besides relying on students to look at the report on the website, how do we communicate matters of academic quality

to students and the public? One way is to talk about SLO assessment in the classroom and why it is important. It is a good practice to explain why SLOs and assessment are important while faculty are explaining the syllabus for courses in the classroom. Another way is to show and explain how assignments are connected to SLOs. Different in science, hardly touch on SLOs currently.

- Suggestion to provide a best practices document explaining the importance of introducing SLOs and assessment to students when going through the syllabus. Document could be used as evidence for accreditation. Suggestion to call the document 'friendly advice' instead of 'best practices'.
- To address our last accreditation visit in 2014 SLOs have been added to the syllabus shells and are currently up to date.
- SLOs need to be on the course outlines. Very clear from accreditation point of view, need to share this information with curriculum committee.
- Faculty responsibilities include assessment of learning outcomes is an Eligibility requirement.
 - What is an eligibility requirement? Eligibility requirements are the criteria we have to meet as a college or we will not be accredited.
 - Is assessment included as part of faculty job descriptions currently? Yes for full-time faculty, HR handles this. For part-time faculty assessment is part of the contract.



- **Future meetings:**

- Next meeting will be
April 17, 2019 09:00 AM, OC116

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

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