

Norco Assessment Committee

Meeting Minutes

February 23, 2017

Present:

Jose Sentmanat, Araceli Covarrubias, Laura Adams, , Kara Zamiska, Jeff Warsinski, Courtney Buchanan, Tami Comstock, Alexis Gray, Stephany Kyriakos, Greg Aycock, James Finley, Janet Frewing.

Absent:

Jethro Midgett , Khalil Andacheh, Diane Dieckmeyer, Kevin Fleming, Judy Perry (on sabbatical), Rodolfo Suarez, Daniela McCarson, Quinton Bemiller, Dan Reade, Barbara Moore, Sarah Burnett.

- **Approval of Agenda**

- Motion to approve: Stephany Kyriakos
- Seconded: Laura Adams
- Approved - All

- **Approval of Minutes**

- Minutes approved from 10/27/17 meeting.

- **Assessment Rotation Cycle**

- Greg Aycock said that the assessment rotation should account for all SLO's for all courses.
- ACCJC does not say 8 years is too long just the College will need a reason for why that cycle was selected.
- Greg Aycock said that he has never seen an 8 year cycle before, 4 to 6 seems to be the usual cycle. So it will be out the ordinary if an 8 year cycle is selected.
- Site visit will be done by our peers.
- Alexis Grey would like to argue for the 8 year rotation cycle coming out of program review comprehensive can be half done every 4 years. All SLO's in 4 years is just too much for Faculty to do. 6 year rotation means re-examining program review and doing comprehensive every 3 years. Forcing it to be done to fast means possible lack in compliance. We need to set a goal that can be met.
- Laura Adams said she is worried about the speed of change in departments such as changes in staff can affect program review being completed.
- Dialogue between staff that 100 percent in 4 years is an unobtainable goal for the College. 6 year idea is a possibility. A decision does need to be made immediately. Consideration should also be given to an assessment cycle that is NOT double the program review cycle. Program review could have a four-year cycle and assessment could adopt a 6-year cycle. The comprehensive program review would simply have to show what that 6-year cycle is.

- **Assessment Rotation Subcommittee**

- Greg Aycock and Sarah Burnett both want to foster more involvement and dialogue for committee members which is why membership on the Assessment Rotation Subcommittee is on the agenda for discussion.
- TracDat's home page gives reminders and red flags when assessment is missing or late. Need to get everyone onboard and using it.
- First as a committee we need to establish a rotation cycle for assessment to put together a rotation cycle sub-committee.
- Committee will also recommend training and/or involvement in flex day to assist faculty in establishing cycle of rotation.

- The following NAC members volunteered to participate in the Assessment Rotation Subcommittee: Jose Sentmanat, James Finley, Courtney Buchanan, Tami Comstock, Kara Zamiska, and Laura Adams.
- A meeting will be set up after the program review cycle is established.

- **PLO Workshop March 9, 2017**
 - 23 programs at Norco were targeted to be assessed in Fall 2016, 1 is discontinued so 22 total
 - 18 programs participated. 1 program did their own and 1 did both TracDat and another one. So 20 out of the 22 participated.
 - Benchmarks for data should have been set between 1 & 4. Anything 3 and above is considered proficient.
 - The Office of Institutional Effectiveness is still working on the data summaries for each of the programs, but should be completed by the time of the workshop. The workload is unsustainable by Greg's office unless an outcome assessment specialist is hired to oversee this work. Workshop is March 9th which is during the next NAC meeting time. All NAC members are welcome to come and assist, especially as we get to the TracDat input portion of the workshop. The workshop is in IT 208, and will begin at 12:50.
 - Explanation of data and inputting to TracDat will be explained.
 - Anyone can stay beyond the workshop meeting time if needed to complete the program assessment.
 - Greg Aycock is proud of Norco College and the Faculty

- **Good of the Order**
 - Sarah is sorry she cannot be here she is at a conference but she will be present at the next meeting.
 - Meeting is dismissed.