



Norco Assessment Committee Minutes for September 17, 2025

9:00 am – 10:30 am
Occupation Center (OC) 116

Meeting Participants

Committee Members Present Quorum: 6

Hayley Ashby (co-chair), Cheryl Cox, Eric Doucette, Bani Ghosh, Ted Jackson, Ashlee Johnson (co-chair), Stephany Kyriakos, Bibiana Lopez, Ethan Lumahan (ASNC Rep), April Mejia, Jethro Midgett, Roberto F. Perez, Timothy Russell, Jim Thomas, Jude Whitton, and Aldo Yañez Ruiz.

Committee Members Not Present

Bibiana Lopez, and David Schlanger.

Guest(s)

Laura Adams, Jim Thomas, Selena McKay-Davis.

Recorder

Charise Allingham

1. Call to Order

- 9:00 am

1.1 Comments from the Public

Introduced Hayley Ashby as the new co-chair

2. Action Items

2.1 Approval of Agenda

- MSC (Tim Russell/ Jude Whitman)
- Moved to the table the ROE for the next meeting

2.1 Conclusion

- Approved by consensus

2.2 Approval of May 21, 2025, Minutes

- MSC (Jude Whitton / Stephany Kyriakos)

2.2 Conclusion

- Approved by consensus

2.3 Report of Effectiveness 2024-25

Tabled and moved to the next meeting.

2.3 Follow-up Items	2.3 Task of	2.3 Due by
Complete the 2024-25 report to be added to the October meeting.	Co-Chairs	Next meeting

2.4 Assessment Report 2023-24

- MSC (Eric Doucette /Stephany Kyriakos)
- The 2023-24 Assessment Report was reviewed; we are behind in the reports and are catching up. The report was kept very simple and direct. The report is used as evidence for accreditation. Possibly update the format in the future, so it may become an infographic or a more streamlined report.
- 2024-25 report will include the shift in mindset to an ongoing data collection process for assessment.
- GELOS and PLOs are also important to start assessing for accreditation, but they have not been our focus until this year. In 2023-24, we were focused on SLOs.

Discussion on current assessment:

- Assessment cycle includes two epidemic years; how far back will accreditation look at our assessment? ACCJC focuses on ensuring a regular assessment process rather than prescriptive frequency, and that data collected within the current accreditation cycle meets requirements, even if assessment occurs less frequently than annually. Note that we are able to retroactively collect data in Canvas to review back to 2021.
- Important to get the schedules submitted, develop a plan, and follow the plan going forward. Courses that are often a concern are courses that are rarely offered and small classes for which more data is needed.
- Current assessment cycle establishes that courses are assessed at least once in the 6-year cycle. This allows us to focus on the changes we are making. Going forward, it is Important to start focusing on closing the loop and completing assessment cycles.

2.4 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Membership

The committee reviewed the current 2025-26 membership spreadsheet. Updates to the membership were discussed and made:

- New Members:
 - April Mejia - School of Social & Behavioral Sciences
 - Roberto F. Perez - School of Social & Behavioral Sciences
 - Jim Thomas - School of Applied Technologies & Apprenticeships
- Replacement Members:
 - Carla Bass to replace Bani Ghosh - School of Natural Sciences, Health & Kinesiology, pending email confirmation.
- Questions about whether alternate members can make a motion and when they can vote were addressed. The co-chairs will confirm if alternates can motion or if only voting

members can. It was also suggested that most voting is accomplished through consensus, so voting by alternates is rarely a concern.

The new members were provided with an overview of project teams, which have been organized into three work groups to manage the current assessment-related deliverables and responsibilities identified in the charter. New members were encouraged to join at least one project team.

3.2 Assessment Overview

The committee was given an overview of the "Assessment in Action" presentation given at Fall FLEX. The presentation aimed to re-energize the assessment mindset across the college. The presentation focused on the importance of assessment for continuous improvement, the master calendar, program ownership, PLO assessment, GELO assessment, the importance of schedules, training, and documentation.

- The goal is to focus on gathering data and implementing the use of collecting data in Canvas training this semester.
- The co-chairs proposed implementing an "Assessment Spotlight" feature during committee meetings to share successful assessment outcomes and best practices, which will be included in Academic Senate reports for college-wide distribution.
 - It is important to include other areas in addition to Instruction, including administrative, student services, etc.
 - If you have something to share, please reach out to the Co-chairs.

3.3 Project Team Updates (Standing Item)

An overview of the project teams was shared to inform new members.

- AV1 (Assessment Version 1) - This project team supports the initial portion of the process, collecting SLO data, training, and updating training materials.
- AV2 (Assessment Version 2) - Focuses on reviewing the data as individuals and groups to make decisions, changes, and document discussions. Analyze who's in the room, who, what, where, when? For example: Observations and action plans, 1-3 open and in process at a time.
- Legacy Team - This project team combines the responsibilities of training, collecting data, observations, and analyzing the data for PLOs and GELOs. This team is also responsible for developing program ownership and assessment schedules.

3.3.a Legacy Team

- The PLOs and GELOs have been uploaded to Canvas; they can now be imported into courses and directly assessed.
- Working on training and support for PLOs and GELOs. Working on what we do with the data once it is collected, developing a process. Working to define primary courses, we decided to focus on the required courses in a program; any electives will be highly encouraged to be involved in the data collection and the discussions when reviewing the data.
- Discussed aligning PLO assessment with the program review cycle, aligning due dates, and building on existing processing we already have in place. Possibly adding it as a check (did you review your assessment) during the annual update in Program Review.

- We need to communicate the need to develop schedules for the Program Learning Outcomes (PLOs) in addition to SLOs.
- The team will be working on developing discussion prompts for PLOs in collaboration with the AVI project team.
- The team is exploring ways to gather evidence of program assessment discussions through multiple modalities such as emails, discussion boards, and meeting minutes, guided by specific questions. It is important to document conversations regarding assessment and innovation.
- Suggestion to consider adding a page or form on the website to upload evidence that is collected outside of Nuventive.

3.3.b AV-1 Training and Support Team

- The team is currently updating the training documents. At FLEX the chairs promised to have the updated written instructions ready to be uploaded on the website by mid-fall. A few have been updated and are ready for the committee to review.
- Please provide any feedback about training documents to the co-chairs to share with the project team.
- The team will be working on instructional videos in the future.
- The project team is working on providing hands-on training and developing an AI app to support faculty. Targeted training will be offered for specific disciplines, departments, and schools.
- A bookings calendar is also being created to allow individuals to schedule one-on-one or group training sessions with project team members.
- For now, any requests for training, please reach out to the co-chairs and Charise to get something scheduled.

3.3.c AV-2 Frequency, Modality, Participants Team

- Working on prompts for the Actions and Monitoring/Progress tabs in Nuventive. The team will bring forward the prompts to the next meeting.
- Question about demographic data not matching the number of students assessed in the dashboards. The background data needs to be updated to include the demographics for this semester and last. Some demographics may also be missing because students didn't provide them.
- The goal is to have 1-3 active observations/improvement projects at a time. Each observation can have multiple action plans, and each action plan can have multiple monitoring and progress tabs.

4. Information Items

4.1 Area Updates

Suggestion to submit area updates through email going forward - provide a folder in the agenda to house the reports and make them available to the members.

4.1.a Accreditation

Dr. Laura Adams is the new faculty accreditation co-chair.

4.1.b Schools-no report

4.1.c Counseling-no report

4.1.d IE/Administrative-no report

4.1.e Library-no report

4.1.f LRC-no report

4.1.g Student Services- no report

5. Good of the Order

- Please send assessment schedules to co-chairs and provide any feedback on updated training documents.

6. Future Agenda Topics

- Assessment qualitative narrative form collected outside of Canvas
- Assessment Handbook

7. Adjournment

- 10:30 am

Next Meeting

Date: October 15, 2025

2023-
2024

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INTRODUCTION

The Annual Assessment Report 2023-2024 documents assessment-related activities completed throughout the 2023-2024 academic year. The Norco Assessment Committee (NAC) produces this report annually and shares it with faculty through the Academic Senate. The report is posted publicly on the Norco Assessment Committee (NAC) website: <https://www.norcollege.edu/committees/assess/index.html>. Questions about any information in this report should be directed to the NAC Co-Chairs.

STRATEGIC PLANNING: CLOSING THE LOOP

According to the approved charter, the purpose of the Norco Assessment Committee is to support and encourage assessment of student learning in all instructional programs and student and learning support services. When necessary, NAC will make recommendations to the Academic Senate to facilitate improvements to assessment processes, practices, and approaches.

The Norco Assessment Committee is primarily responsible for the following college objective:

Objective 8.1: Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time. In summary, NAC's role is to assess student learning/growth and support continuous improvement to close student learning gaps.

The committee continued to make progress toward this objective during the 2023-2024 academic year. This academic year, the committee focused on providing training and support to instructional areas, while making steady improvements to assessment tools and technologies. The committee also made significant improvements to the assessment process for Administrative Areas, Student Services, and Academic Support.

PLANNED DELIVERABLES FOR THE 2023-2024 YEAR:

NAC continued working towards completing three deliverables for the 2023-24 academic year:

1. Create Assessment V2 Plan of Action.
2. Increase participation in Canvas assessment.
3. Implement an approach for Program Learning Outcomes (PLO) Assessment.

The committee began the academic year with several activities designed to provide a review and information needed to hold discussions and make decisions on ways to close the loop on feedback received the previous year.

1. Create Assessment V2 Plan of Action.

- Status: In-Progress/Ongoing
- Rationale: Some features of V2 were implemented during Program Review; however, additional features and processes are needed to fully build out the new assessment process and system.

2. Increase participation in Canvas assessment.

- Status: Complete/Ongoing
- Rationale: Although there has been an increase in participation in Canvas assessment, further engagement and participation is needed to increase assessment college-wide.

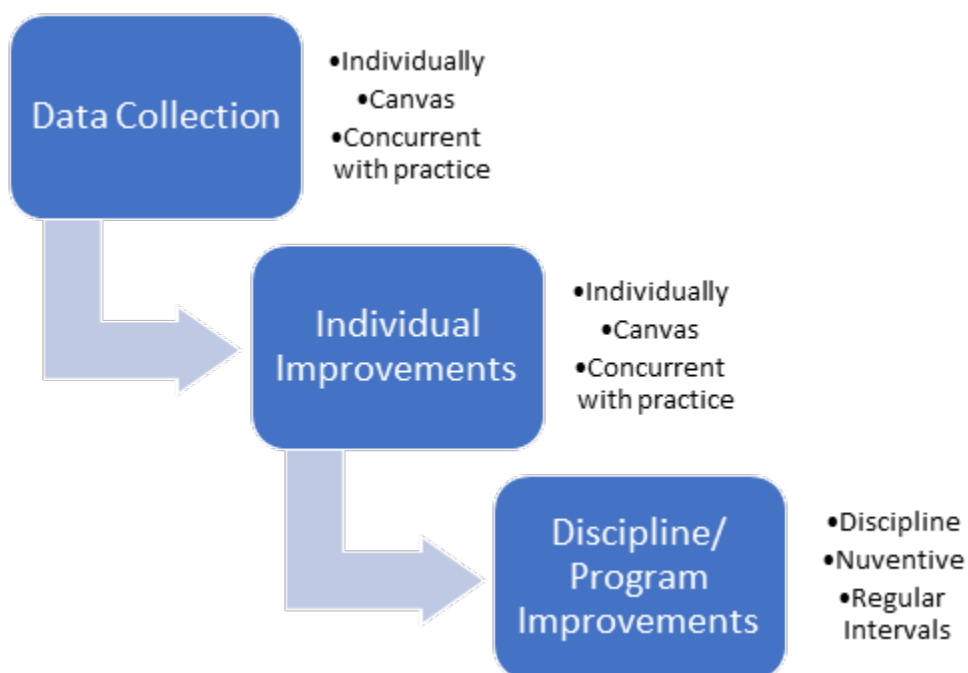
3. Implement an approach for PLO Assessment.

- Status: Tabled
- Rationale: Although the group recognized this is an important area of assessment, the implementation of the new assessment process, the development of the system (Canvas and Nuventive integration), and training were prioritized. PLO assessment will be prioritized in the next academic year.

INSTRUCTIONAL LEARNING OUTCOMES ASSESSMENT

Norco College Assessment Committee (NAC) continuously tracks progress of outcomes assessment each cycle. At the beginning of a new cycle, assessment data from the previous cycle are archived, and assessment tracking tools are reset to incomplete status. The college maintains a goal to assess each outcome at least once during the cycle. Faculty are encouraged to begin outcomes assessment early to minimize unforeseen disruptions later.

Adopted Assessment Process:



A summary of the outcomes assessed during Fall 2023 to Spring 2024 academic year follows:

COURSE LEVEL ASSESSMENT:

A total of 393 Student Learning Outcomes (SLOs) from 125 courses were collected using outcomes in Canvas from Fall 2023 to Spring 2024.

PROGRAM LEVEL ASSESSMENT:

No additional Program Learning Outcomes (PLO) were assessed during the 2023-2024 academic year.

GENERAL EDUCATION ASSESSMENT:

No additional General Education Learning Outcomes (GELO) were assessed during the 2023-2024 academic year.

STUDENT SERVICES ASSESSMENT:

In 2023-2024, the Assessment team worked with Student Services to develop a process in Nuventive for documenting the development of measurable Continuous Improvement Goals for each service area based on the guided pathways SSIPP framework.

- 53 Continuous Improvement goals were identified and 29 assessment methods developed.

ADMINISTRATIVE ASSESSMENT:

In 2023-2024, the assessment team worked with management to develop a structure in Nuventive to assess the Strategic Plan Objectives.

- 28 objectives- plans were made and assessment methods identified.
 - Of these 20 completed an assessment with a status for completion
 - 3-Slow Progress (About 1/4 - 1/2 Complete)
 - 10- Progressing Toward Completion (1/2 - 3/4)
 - 6- Almost Completed (75% + Complete)
 - 1-Completed