NORCO ASSESSMENT COMMITTEE

March 24, 2016

CSS 219 | 12:50-1:50pm

MINUTES

Present:
Laura Adams, Assistant Professor, Psychology
Khalil Andacheh, Associate Professor, Sociology
Greg Aycock (Co-Chair), Dean, Institutional Effectiveness
Quinton Bemiller, Assistant Professor, Art
Sarah Burnett (Co-Chair), Associate Professor, Early Childhood Education
Tami Comstock, Associate Professor, English
Gerald Cordier, Associate Professor, Engineering
Araceli Covarrubias, Assistant Professor, Spanish
James Finley, Assistant Professor, Simulation and Game Development
Kevin Fleming, Dean of Instruction, Career & Technical Education
Siobhan Freitas, Associate Professor, Chemistry
Alexis Gray, Associate Professor of Anthropology
Stephany Kyriakos, Associate Professor, History
Jethro Midgett, Assistant Professor, Counseling
Judy Perry, Associate Professor, Simulation and Game Development

Guests:
Carolyn Rosales, Adjunct Faculty, English
Richard Gillard, Student Representative

Absent:
Robbie Bishara (Student Representative)
Mark DeAsis, Dean, Admissions, and Records
Diane Dieckmeyer, Vice President, Academic Affairs
Daniela McCarson, Assistant Dean, CalWORKS & Special Funded Programs

I.   Approval of Minutes
        March 10, 2016
        Motion to Approve/Alexis Gray
        Seconded/Laura Adams
        3 Abstentions
        Approved

II.   Approval of Agenda
Motion to approve/Alexis Gray
Seconded/Laura Adams
- **Move Item 2 on the agenda.**
- **Add - Department Updates Regarding On-going Assessment.**

III.   Department Updates Regarding On-going Assessment.
- **SBS Update**
  - **Stephany announced that Tim Russell input the course plan for three courses that have never been assessed to date.**
  - **HIS-6 for Fall 15 has been assessed.**
  - **Alexis stated she started inputting the assessment for the Anthropology ADT. She asked if it was okay to start mapping. Sarah said that would be fine. This is a good conversation to start to have with your departments.**
  - **Laura said she mapped the ADT for Psychology but would like to see the PLO's align along the lines with the focused learning outcomes of what the American Psychological Association has for the undergraduate study.**
  - **Sarah said an ECE Retreat is being held to take a look at the ECE PLO's.**

- **AHWL Update**
  - **Araceli announced that AHWL will be working out a revised version of the information they input into TracDat in order to enhance the presentation and information displayed on the four-column report they plan to be more selective as to what they input.**

- **COMM Update**
  - **COMM is working on assessment.**
  - **Tami showed faculty how to run the four-column report.**

- **Math & Science**
  - **Siobhan said at the present time faculty are not willing to a look at the whole picture.**
  - **TracDat entry equates to more work at this time.**
  - **She advised faculty that they would be receiving emails regarding assessment.**

- **BEIT**
  - **Gerald announced he has not been able to show the department how to run reports.**
  - **He stated he will run the reports for the new people coming on-board, since he will be retiring**

IV.   **Video of Faculty Assessment Highlight-- Needs Name**
Sarah brought to the committee's attention that Monica Gutierrez held a workshop for her students on, "How to Take Notes and How to Study," and she saw a significant grade increase for those students who attended. A video will be made discussing what she discovered.   It would be nice to share this information with all departments. We need a name for this video, maybe Faculty Spotlight. So between now and the next time we meet be thinking of names.

- Sarah asked for a volunteer to help with future videos.
- Create a model for faculty.

V.   **Flags in TracDat**
- Within TracDat, you can set alert flags to help with assessment.
- Assessment dates to alert you when an assessment is due, and when you complete the assessment, the flag will change from red to green.
- The nice thing about having the flags you can run a report showing you what exactly needs to be assessed.
- It will be the discipline's responsibility to set the assessment dates and flags.
- Since faculty has not been made aware of this feature it has not been turned on yet.

VI.   **Program Review (Equity) Data Integrated with Assessment**
- Greg announced that he just finished creating a video for the success and retention data outlining instructions on how to use this data.
- There are approximately 25 charts and 13 tables filled with information.
- Look at the trend lines; this is the data you will need for completing your program review.
- ACCJC has requested that we provide this data.
- The video is 12 minutes long, and has integrated faculty input such as the dataset; it takes a few minutes to open so be patient while it opens.
- Greg will send the video to the committee; it just can't be posted until closed caption is completed.
- If you see anything that needs to be added, please send Greg an email.

VII.   **Good of the Order**
- At the next meeting, we will be norming in the current template.
- Greg will send three different examples, so go through and score and then we will talk about each one.
- Alexis stated April 20 is when everything is due.

Adjournment 1:50 p.m.