



**ASSESSMENT WORK GROUP  
APPROVED MINUTES  
June 13, 2012**

**MEMBERS PRESENT:** James Todd, Gerald Wray, Teryl Ward, Bonnie Hunt, Beth Bailey, , Steve Aristotelous, Pedro Mendez, Lorena Dorn, Heather Townsend (Recorder)

**MEMBERS ABSENT:** David Baggett, Kamran Payvar, Kathleen Ennis, John Sola, Antoinette Herrera, Chad Redwing, Charles Mullins

**I. REVIEW OF MINUTES:**

The Assessment Work Group members reviewed and approved the May 14, 2012 minutes.

**II. WORK GROUP RE-STRUCTURING: MEETING DATES AND TIMES:**

James Todd explained a plan to restructure the Assessment Work Group. James Todd has volunteered to temporarily fill in as the Faculty Assessment Coordinator until August. James reported that he had discussed the restructure idea with the Senate Exec Committee. James stated that as long as the work group has a full-time faculty member as the Faculty Assessment Coordinator and chair of the group, the Academic Senate may approve a re-organization of the Assessment Work Group. James said that Academic Senate will send a job announcement out for a permanent Faculty Assessment Coordinator as soon as the restructure is approved. James mapped out his idea for the Assessment Work Group as the following:

A. Assessment Work Group Executive Group:

- MJC Assessment Coordinator/Chair of Assessment Work Group (Faculty)
- Co-Chair – Administrator
- Vice Chair, Faculty Member
- Vice-Chair, Administrator
- Information Design Coordinator
- Task Force Director(s) (when Task Forces are created and in effect)

B. Assessment Work Group Membership

James stated there is a lot of work to be done this summer. The work group has two Accreditation reports due before September. James said the restructure of this committee will ensure that all areas of the assessment process are covered. James said the Assessment Executive Group will meet a week prior to when the Assessment Work

Group meetings are scheduled. Exec members will finalize an agenda, represent the work group as members of college standing committees, and tackle technical issues related to assessment data input/retrieval. Pedro said that this reorganization will help to address gaps. Pedro will bring this proposal to the Accreditation/Institutional Effectiveness Committee for comment and/or approval.

The Work Group discussed amending the membership for the Assessment Executive Group. It was noted that the following should also be added to the membership:

- Director of Research (If and when this position is filled)

***M/S/C (Gerald Wray, Teryl Ward) to approve the Assessment Work Group restructure.***

***M/S/C (James Todd, Teryl Ward) to approve the amendment.***

### **III. CURRICUNET-PROGRAM REVIEW AND SLO ISSUES:**

Pedro distributed a recent email message from Brian Sanders. The email discussed an issue with the Outcomes page in Program Review. Brian asked this of members:

- 1) In your Program Review, just do the best you can with the Outcomes page. Your manager and the members of the AIE committee will be aware that this particular page is not fully functional this spring/summer.
- 2) If you have remaining Outcomes Assessment results, please get those to your Assessment Workgroup Representative. I'll work with the Workgroup to get those results uploaded into the system in the fall.

Pedro explained that technical issues, such as the one discussed above, will be discussed at Executive Board meetings. Recommendations will then be forwarded to Brian Sanders and AIE. Pedro stated Brian has done a marvelous job with PRNet, but the components that do not work cause issues.

### **IV. WORK PLAN FY 2012-13:**

Pedro distributed a revised/simplified work plan to group members for the 2012-13 year. Pedro stated that the work plan should give a sense of the work group's involvement. The work group discussed and addressed the following:

<b>Accreditation Recommendation 2</b> <b>(Standards I.B.1, I.B.3, I.B.4,1.B.5,1.B.6; II.A.2.i, II.B.4; ER10)</b>	<b>FY 2012.13 Plan</b>	<b>Activity Details</b>
Faculty members differentiate between course learning outcomes and course objectives	Cultivation of an Assessment Culture Campus Wide  1. Information by AWG Members @ Division Meetings  2. Dialog at college wide meetings  3. Flex Event and Training	Present Relevant Information through the following media's: <ul style="list-style-type: none"> <li>• AWG Members ensure standing Assessment Agenda Item at Division Meetings</li> <li>• Assessment Standing Agenda at IAC, CC, AIE, Academic Senate and Curriculum</li> <li>• Training and Information <ul style="list-style-type: none"> <li>a. <i>Video Training on CurricUNET - B Sander PRNet Model</i></li> <li>b. <i>FLEX: CurricUNET Course Level SLO Training</i></li> <li>c. <i>FLEX: Outcome vs. Objectives</i></li> </ul> </li> </ul>
Clear standards for assessing course level outcomes that will inform course-level curricular and pedagogical improvement.	1. 2011 Comprehensive Report 2. (a) Document Process for Updating PLO's in Catalog & (b) Document Process for listing SLO's in CurricUNET 3. Communicate and Ensure Course Level SLO's assessment information is being entered into PRNET and a follow up process if action plans are attached 4. 2012 Comprehensive Report	<ul style="list-style-type: none"> <li>• 2011 Comprehensive Assessment Report [July - August 2012]</li> <li>• Assessment College Handbook - Cabrillo Model [Spring 2013]</li> <li>• P Mendez to work directly with B Sanders on Curricunet Assessment Data Issues, [on-going]</li> <li>• Drafting of 2012 Comprehensive Assessment Report [March - April 2013]</li> </ul>

Accreditation Recommendation 2 (Standards I.B.1, I.B.3, I.B.4,1.B.5,1.B.6; II.A.2.i, II.B.4; ER10)	FY 2012.13 Plan	Activity Details
College must complete its development of outcomes at the "program" and "institutional" levels.	1. New Assessment Schedule Plan 2013-16 for SLO, ADO, PLO, GELOs, Program Mapping	<ul style="list-style-type: none"> <li>• Assessment Work Group Members Submit new schedules to Heather Townsend [August 15, 2012]</li> <li>• Draft Recommendations to AIE on model for GELOs mapped to ILOs value rubrics and recommended approach to begin campus wide review.</li> </ul>
College must demonstrate that it assesses outcomes and uses them in college decision-making processes to improve institutional effectiveness.	<p>Assessment Work Group Evaluation and Feedback to AIE on assessment outcomes use in college decision making and improving institutional effectiveness</p> <p>Review and recommendations of Integration of Assessment in Program Review and Resources Allocation Process [PRNET Connection]</p>	<ul style="list-style-type: none"> <li>• NOTED EARLIER: Comprehensive Assessment Work Group 2011 Report</li> <li>• AIE Committee Review and PRNET System Improvements</li> </ul>
The college must create venues to maintain an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.	<p>Cultivation of an Assessment Culture Campus Wide</p> <ol style="list-style-type: none"> <li>1) AWG Meetings</li> <li>2) AIE Meeting Updates</li> <li>3) IAC Updates</li> <li>4) Academic Senate Updates</li> <li>5) Communication Plan</li> <li>6) Annual Planning Event</li> <li>7) Recognition of Annual Campus Best Practices</li> </ol>	<ul style="list-style-type: none"> <li>• Meeting updates are ongoing and by various members.</li> <li>• Comprehensive Report 2011 Findings</li> <li>• May 2013 Event Best Practice Faculty Recognitions</li> </ul>
Student Services must develop and implement student learning outcomes, establish systems of assessment to make improvements in the delivery of its programs and services and communicate to students these learning outcomes.	Student Services	

Adjacent issues to be addressed via administration based on input from assessment work group to AIE:

1. STORAGE ISSUE

- SLOs and SLO Assessment Schedule
- PLOs and PLO Assessment Schedule
- Assessment Performance Data

- Program Mapping
- Course Level SLO System
- Program Level Assessment Review (**GRID**)
- Calendar (Work Group Targets)
- GELO's

## 2. WEBSITE STRUCTURE

## 3. ASSESSMENT OUTCOME FLOW INTO PRNET SYSTEM & PROGRAM REVIEW PROCESS

## 4. SUBMISSION OF 2012 COURSE LEVEL SLO INTO CURRICUNET [FALL 2012]

### V. **INSTITUTIONAL LEVEL OUTCOMES:**

Pedro reported that the Accreditation/Institutional Effectiveness Committee confirmed that the Institutional Level Outcomes (ILOs) are defined as our General Education Level Outcomes. Pedro plans to send a crosswalk to the group via email. Pedro gave the following examples of how to measure ILOs:

- Nationwide Data
- Portfolios
- Surveys

A task force was formed. Lorena, Beth, and Gerald (task force volunteers) will meet to discuss the different models used at college campuses to assess ILOs.

### VI. **CONCLUSION:**

Lorena mentioned that the next Assessment Work Group meeting should consist of the following items:

1. Comprehensive Assessment Report
2. Work Plan Re-Visit

Lorena also commented that Student Services needs to be infused into the work plan.