



MEMBERS PRESENT: James Todd, Antoinette Herrera, Gerald Wray, Beth Bailey, Shawn Black, Kathleen Ennis, John Sola, Pedro Mendez, Heather Townsend (Recorder)

MEMBERS ABSENT: David Baggett, Kamran Payvar, Teryl Ward, Bonnie Hunt, Chad Redwing, Lorena Dorn, Letitia Miller

I. REVIEW OF MINUTES:

The Assessment Work Group members reviewed, edited and approved the August 2, 2012 minutes.

M/S/C (Pedro Mendez, Kathleen Ennis) to approve the amended Assessment Work Group August 2, 2012 Minutes.

II. ASSESSMENT DAY UPDATE AND REPRESENTATIVE RESPONSIBILITIES:

James said that the Assessment Executive Board has met and outlined an Assessment Day Agenda. James said that Assessment Day is scheduled to start at 8:00 a.m. and last until 4:30. The logistics of the day are still being ironed out among the Executive Board members. James plans to make Assessment Day exciting and very entertaining. James stated that the Assessment Workgroup website is currently being produced by Letitia Miller and looks fabulous. Brian Sanders will speak about Program Review, resource allocation and how everything ties together to close the loop with assessment. James said that the majority of the day will be used to complete the mapping process for each degree, certificate and skills recognition offered at Modesto Junior College.

James Todd alerted the group to future plans that are in the works for a training and workday for the Assessment Workgroup members prior to Assessment Day. James explained that a few items are needed from Assessment Workgroup members. James would like to have examples of the use of assessment or assessment testimonials video recorded by Wes Page. James asked the group members if anyone was willing to volunteer to participate in a 30 second video testimonial. James said that Pedro Mendez is in charge of the video assemblage for Assessment Day. Kathleen Ennis volunteered to discuss the general education learning outcomes produced by the Library. James requested that Kathleen send a narrative to Heather Townsend. James noted that the assessment videos will not only be an asset on Assessment Day but will also be utilized on our new assessment website.

James requested workgroup members to assist in the production of the 160 degree/certificate packets that will be produced and finalized on August 22, 2012. The packets will be distributed to all faculty on Assessment Day. Each packet will contain analysis sheets, PLO/ILO mapping grids, and instructions for the mapping process. James explained that the analysis sheets need to be reviewed, approved and/or revised later in



the meeting. The boxes that have been created by the Instruction Office for use on the packet assembly day scheduled for August 22, 2012. James asked the workgroup representatives to be prepared to give an update on their division box progress at the August 16, 2012 workgroup meeting. We hope to have all boxes completed by divisions before August 20, 2012.

III. ASSESSMENT WORKGROUP EXECUTIVE BOARD RECOMMENDATIONS:

James announced that the Assessment Workgroup Executive Board has recently discussed the name, mission and charge of the Assessment Workgroup. The Executive Board provided the following recommendations to the Assessment Workgroup:

1. Change name to: Outcomes Assessment Workgroup (OAW)
2. Review and revise mission statement
3. Review and revise workgroup structure
4. Change SLOs to CLOs

James explained that the name change would be beneficial when someone is searching for the Assessment Workgroup webpage. James commented that if you Google MJC assessment, you end up on the assessment testing page. If the name has the work outcomes in front, it would help direct people to the Assessment Workgroup site. James said that the recommendations will be presented at the Accreditation/Institutional Effectiveness Committee meeting today, August 9, 2012 for approval and/or additional edits.

The workgroup reviewed, discussed and came to the following agreement amongst the workgroup members:

Name Change: Outcomes Assessment Workgroup (OAW)

The Outcomes Assessment Workgroup acronym (OAW) will be displayed after the workgroup title on each and every document.

Outcomes Assessment Workgroup (OAW) Mission Statement

The Outcomes Assessment Workgroup (OAW) promotes a culture of evidence by facilitating and coordinating an ongoing process of establishing expected learning outcomes, collecting assessment results, analyzing and discussing their implications, and reporting them across the college. Our membership of campus-wide representatives fulfills this mission by gathering, sharing, reviewing, and maintaining dialogue about the assessment process to all areas of the college. We also accomplish our mission by making recommendations based on outcomes assessment data to the Academic Senate and the AIE Committee to inform strategic planning, improve college decision-making and strengthen institutional effectiveness.



Outcomes Assessment Workgroup (OAW) Charge

The Outcomes Assessment Workgroup (OAW) will:

- Facilitate continuing assessment processes across the college.
- Train faculty, staff and administrators in writing and assessing learning outcomes.
- Receive assessment data from electronic program review reports at the division, service area, and administrative unit levels.
- Compile, organize, and summarize report data and findings (including best practices and/or changes from divisions, service areas, administrative units, and programs) in an annual Comprehensive Assessment Report.
- Submit Annual Comprehensive Report to AIE Committee for use in assessing institutional effectiveness.
- Facilitate dialogue concerning outcomes assessment across the institution, including divisions, departments, programs, service areas, and administrative units.
- Assist departments, divisions, programs, service areas and administrative units in maintaining and refining assessment plans and/or processes.
- Make recommendations to the Academic Senate and Accreditation/Institutional Effectiveness Committee regarding outcomes assessment policies and processes.

Outcomes Assessment Workgroup (OAW) Membership

- **Outcomes Assessment Coordinator**
 - also serves as **Chair of Outcomes Assessment Workgroup**. Coordinator and Chair will be faculty.
- **Co-Chair of Outcomes Assessment Workgroup**, position to be filled by administrator



- **Vice Chair of Outcomes Assessment Workgroup**, position to be filled by faculty
 - **Vice Chair of Outcomes Assessment Workgroup**, position to be filled by administrator
 - **Information Design Coordinator**, position to be filled by faculty, staff or administrator
 - **Task Force Director(s)**, when Task Forces are created and in effect
- A minimum of one faculty representative from each division (larger divisions are recommended to elect two representatives):

Agriculture & Environmental Science	(Faculty)
Technical Education	(Faculty)
Allied Health, Family & Consumer Sciences	(Faculty)
Arts, Humanities, & Communications	(Faculty)
Business, Behavioral & Social Sciences	(Faculty)
Community Education & Workforce Development	(Faculty)
Literature & Language Arts	(Faculty)
Science, Math, & Engineering	(Faculty)
Physical Education	(Faculty)
Library	(Faculty)
Student Services	(Counselor)

- An ASMJC student representative is highly encouraged

Outcomes Assessment Executive Board (OAEB) Membership

- Outcomes Assessment Coordinator and Chair of Outcomes Assessment Workgroup
- Co-Chair of Outcomes Assessment Workgroup, administrator
- Vice Chair of Outcomes Assessment Workgroup, faculty
- Vice Chair of Outcomes Assessment Workgroup, administrator
- Student Services Outcomes Assessment Workgroup Representative
- Information Design Coordinator , Outcomes Assessment Workgroup
- Task Force Director(s) (when Task Forces are created and in effect)



M/S/C (Kathleen Ennis, Pedro Mendez) to approve the changes made to the workgroup name, mission, membership, and charge.

IV. PLO/ILO Qualitative Analysis Sheets:

The workgroup reviewed and discussed the PLO/ILO Qualitative Analysis sheets that will become part of the Assessment Day packets. Several suggestions were made and will be sent to the Accreditation/Institutional Effectiveness Committee for additional edits and/or approval on August 9, 2012.

M/S/C (Gerald Wray, Beth Bailey) to approve the revised PLO/ILO Qualitative Analysis sheets.

V. DIVISION BOXES:

James demonstrated how the division boxes should be completed for the upcoming packet assembly workday. James explained that each folder that is missing data has an assessment tracker document in its place as a placeholder. James read through the document out loud and explained that these sheets must be filled out. James stated that the division boxes need to be completed by August 20, 2012.

VI. CONCLUSION:

The next Assessment Executive Board/Assessment Day Task Force meeting is scheduled for August 15th from 9 a.m. to 2:30 p.m. in Conference Room A. The next Assessment Workgroup meeting is scheduled for August 16, 2012, from 9:30 to 1:30 in the Faculty Lounge.