

Assessment Committee

Meeting Minutes

April 9, 2019

8am-9am in AS 112

Members Present: Tim Smith, Scott Donnelly, Martha Martinez, Elaine Groggett, Julissa Fitts, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Angel Luna, Michelle Sims, Robert Killin, Jacqueline Quinonez

Members Absent: Eva Aviles, Nicole Acosta, Shara Skinner, Luis Vizcarra, Ashley MacAwile, Vanessa Weaver

Chair called the meeting to order and asked if anyone had any questions, concerns, or changes to the posted meeting minutes from the last meeting. Hearing no response, the meeting moved on to Updates.

Updates

- Tk20 fillable form distributed at the Academic Operations meeting on March 11th—the DC's were asked to share the document with their faculty. The only feedback the Chair received was that some faculty said they needed more guidance on how to measure their courses and develop their assessment plans.
- Dr. Corr to speak with Assessment Committee regarding assessment platform on April 16th- the meeting will be in SC 206, not AS 112

Today's Meeting

- Formal Committee discussion and votes needed on the following items to be presented to Dr. Corr for approval and or funding:
 - Updated job descriptions- **The Committee members present voted unanimously to recommend the distribution of the updated job descriptions to all faculty along with their continuing of employment form that is distributed at end of May.** Because some PA job descriptions already include program evaluation, and Classified positions vary, the Committee felt it best for the PA and Classified Staff members to discuss this issue separately and not include the statement on their job descriptions.
 - Assessment Day – **The Committee members present voted unanimously to hold an assessment day on Tuesday during faculty start-up week every fall/spring semester.** Proposals for assessment day activities below are just suggestions. A sub-committee will be established to develop assessment day activities and a list of expected outcomes.
 - All faculty, staff, PA meet in the 3C Conference Center to discuss and work on assessment
 - Hold a session to show how some individuals do their assessment and then allow participants to start developing their assessment plans
 - Hold a morning refresher session for those who have worked on assessment in the past so they can then spend time that day working on their new assessment plan
 - Reserve all computer classrooms so groups can work on their assessment plans
 - Associate Faculty stipend for participation- **The Committee members present voted unanimously to request the necessary funding to pay adjunct faculty a stipend to document assessment annually.**
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- Requirements for receiving the stipend- to be developed, as well as who would instruct the adjunct faculty on the assessment process and who would have oversight of adjunct faculty assessment plans, stipend approvals and payment
- Assessment Coaches/Mentors – Chair began discussion with a proposal to have only one faculty assessment coach as opposed to a faculty assessment coach for each division. The rationale for a single faculty assessment coach is based in part on the demonstrated lack of improvement in the quality and quantity of the documentation of academic assessment when assessment coaches were utilized in the past. The Chair also shared that some other institutions have faculty members whose role is to assist faculty with assessment. Instead of multiple division coaches, the proposal from the Chair was for one faculty member to act as the faculty assessment coach on a part-time basis.

Some members expressed concern that the real issue lied with accountability and that coaches, one or multiple, cannot hold their colleagues accountable for documenting assessment. The accountability can only come from supervisors and the senior administration. Another member expressed concern that the draft coach job duties and recommendation only addressed faculty and left out PA and Classified groups. The Chair said the assessment coach position in discussion would be for faculty, not for PA's and Classified Staff.

Because of many questions regarding the potential effectiveness (or lack of) of a faculty assessment coach, the Committee decided to move this item to next month to be discussed again. If time allows on April 16th, the Committee will ask Dr. Corr about the Committee's concerns of establishing one or more assessment coach positions without an assurance the position(s) will prove beneficial and cost effective to the institution. Especially when an assessment office already exists and there are members from each academic division on the assessment committee who are charged with providing assessment support and resources to their colleagues.

- Job duties
- Selection process
- Compensation
 - Stipend?
 - Release time?
- Evaluation of effectiveness
 - Measures to determine if coaches/mentors are an effective tool

To-do for next meeting

- Bring ideas for Assessment Day
 - Activities
 - Expected Outcome
- Bring suggestions for a single faculty assessment coach, division specific assessment coaches, a list of duties, responsibilities, and recommendations for compensation

Miscellaneous items

- One member asked if Senior Administrators, or their offices, were also responsible for documenting assessment. It was stated that all departments at the College were responsible for assessment of their functions however as is already known, only a small percentage document assessment.
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- Proposal to have the Chair talk to the CIE Director about holding assessment sessions on Professional Development Day each year.
- Proposal from a member for each member to ask their colleagues why they do not document their assessment. Chair said some faculty do not engage in assessment because they need guidance on how to formulate their assessment. A few members suggested the Assessment Office is available to provide resources, workshops, individuals and or departmental help to all faculty, staff, and administrators.

Good of the Order

- Chair will follow-up with the Faculty Appraisal Committee to see if they are adding assessment to the faculty appraisal form
- Chair will follow-up with the Faculty Senate to see if they will be adding the assessment documentation statement to the Faculty handbook.

Next meeting

- April 16th- with Dr. Corr
 - May 7th- final meeting of the semester
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