

Assessment Committee

Meeting Minutes

February 4, 2020

3pm-4pm in SC 206

Members Present: Tim Smith, Martha Martinez, Elaine Groggett, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Scott Donnelly, Eva Aviles, Shara Skinner, Robert Killin, Jacqueline Quinonez, Bertha Avila (Guest)

Members Absent: Angel Luna, Vanessa Weaver, Luis Vizcarra

Today's meeting

- Debrief on Reshaping Assessment morning, January 7, 2020
 - Take-aways from each division and program- The Chair provided a copy of the division/admin feedback she received to the committee. Committee member appreciated the feedback and suggested the committee use the feedback to determine what is needed/wanted in regards to assessment support. One member noted there was faculty concern that there are a lot of meetings in the start-up week and would like the assessment activity combined with some other training/activity outside of that week. Faculty feedback also brought to light the issue that some people had done their assessment ahead of the assessment day and therefore did not feel they should have been required to attend. Some faculty also expressed the issue of some individuals being beginners while others are more advanced. Using one approach for all is not the best solution.
 - Report of take-aways submitted to Dr. Corr and Dr. Elliott-Nelson by Chair- The Chair provided a copy of the report she submitted to the committee
 - Director of Assessment- Faculty release position with a full-time Assessment Specialist-
 - Robust discussion on why the position was being created; why the committee was not brought into the discussion before the decision was made; and what prompted Cabinet to make the decision. The committee has asked the Chair to reach out to Cabinet to establish a meeting to discuss the reason for creating the faculty position as well as Cabinet's expectations for the position.
 - Committee discussed release hours vs. the position needing to be full-time; faculty focused position vs. institutional assessment. Who would support institutional assessment, admin and staff assessment plans and program reviews? Who will cover classes if this is a faculty release position? Will it be by adjuncts or will a temporary full-time instructor be hired?
 - Committee discussed conducting research to see how this is handled at other institutions. Are the assessment positions held by faculty with release time or are they admin positions? If faculty release time positions, how well is it working as well as how long has that structure been in place? Monica will reach out to the coordinator at IVC. Other institutions should be contacted before meeting with Cabinet. One committee member suggested hiring/bringing in an outside consultant to discuss the position structure. Some concern is that faculty directing faculty can be difficult.
 - Committee asked if this faculty position would also be Chair of the assessment committee. The Chair thought that would be appropriate.
 - Committee member suggested faculty applying have 3 or more years of experience in conducting quality assessment. Should not hire someone who will learn on the job.
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- The committee decided to hold off on drafting job description duties until they meet with Cabinet and learn what Cabinet had in mind for this position.
- Assessment application Tk20- The assessment tool Tk20 will no longer be used after June 30, 2020. Committee questioned what would happen to the assessment data in Tk20; if the data can be saved*; if the data can be moved into Canvas, if Canvas has an assessment reporting tool or just course alignment; if admin/staff can enter their assessment plans in Canvas. It is not known if the data can be moved into Canvas however a group of committee members, led by Shara, will meet with Jana Moore to discuss the transition and to ensure the assessment committee is involved as Canvas is brought online. The committee also questioned if the current assessment plans should be finalized if the system the data is being entered into will be gone in the end of June. The Chair said assessment efforts should continue. **Assessment plans from 2013-2014 through 2018-2019 have been retrieved from Tk20 and have been archived in a Learning Services share drive.*
- Discuss new direction of measuring assessment success at AWC- [tabled to future meeting](#)
 - Focus will be on AY 2020-2021; Assessment Committee needs to begin working on a five year plan
 - Analysis of top enrolled courses and courses with the lowest student success

To-do for next meeting

Good of the order

Next meeting

- March 3rd
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