

Assessment Committee

Meeting Notes

March 5, 2019

8am-9:15am in AS 112

Members Present: Tim Smith, Scott Donnelly, Martha Martinez, Elaine Groggett, Julissa Fitts, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Angel Luna, Eva Aviles, Crystal (Guest), Vanessa Weaver, Ashley MacAwile, Robert Killin, Luis Vizcarra,

Members Absent: Nicole Acosta, Michelle Sims, Shara Skinner, Jacqueline Quinonez

Updates

- Statement of documentation of assessment statement to be added to faculty job description. The statement to document assessment was added to the most recently posted faculty job description (a physics position) and will be added to all current faculty job descriptions. According to HR, minor changes can be made to existing job descriptions without an employee's consent. All employees should however be informed of the any job description changes. The Assessment Committee Chair did present the statement to the Academic Operations group, the Faculty Senate, at the Faculty Association meeting, the All-Faculty day meeting, and to the Faculty Appraisal Committee so the change was announced. One point of concern was that if the documentation of assessment will be required moving forward, that training be available for those who need assistance. As has been in the past, training is available for all faculty via the CIE, their divisions, and the Assessment Office, and as of the establishment of this Committee, from the Assessment Committee members. Staff and administrators can continue to seek training and or assistance through the Assessment Office as well as by contacting a staff or administrator on the Assessment Committee.
- Statement of documentation of assessment statement to be added to Faculty Handbook. The Assessment Committee Chair presented the statement to the Faculty Senate a couple of months ago however the Senate did not hold a vote regarding the statement or its inclusion in the faculty handbook. The information was heard as an information item. It is unknown at this time when or if the statement of documentation will be included in the faculty handbook.
 - Because of an apparent lack of dissemination of information to faculty regarding the addition to the job descriptions, one Committee member asked if there should be a district wide announcement about the change. The Assessment Committee Chair said it is the responsibilities of College committee members to report committee discussions/actions with their divisions/departments. No further discussion on making a district wide announcement.
- Who does the Assessment Committee report to? The Committee reports to the Vice President for Learning Services.
- The institution has decided against an e-portfolio pilot because of the high cost for a very few number of students.

Today's Meeting

- Discuss Tk20 fields and importance to assist person inputting assessment information in the program- Chair distributed a Word document containing the Tk20 fields and reviewed each of the sections on the form. One question posed by the Chair was whether or not all of the fields in the
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'Action' section in the Tk20 application should be included on the Word document. It was explained that those items are there for a purpose and should be included to help originators identify where and how changes will be made for improvement. The general consensus was that this document is a good start. **The Chair has asked for feedback/approval from the Committee members no later than Thursday, March 7th, so the form can be presented at the Academic Operations meeting on March 11th.**

- Gather information to develop basic assessment documents to educate faculty and staff on assessment- Chair distributed a document that discusses what assessment is, as well as a list of glossary terms for assessment. The Chair will share this document, in whole or part, along with the Word document version of the Tk20 fields and the assessment plan scoring rubric at the Academic Operations meeting as well as the next Faculty Senate meeting in April.
- Tim Smith – rubrics and course alignment for assessment in Blackboard- discussed how rubrics in BB can be used not only for scoring assignments but also to link the rubric to learning outcomes.
- Job duties for Assessment Coaches/Mentors and selection process- **The Chair has asked the members to email proposed job duties as well as how they Coaches should be compensated, stipend or release time, no later than March 13th.** No discussion on job duties however there was a discussion on how they should be compensated, stipend or release time. There was some discussion about talking to the CIE to implement new faculty hires being required to spend some time with an assessment expert/mentor to learn about assessment.
- Involving adjunct faculty in assessment- The past training sessions were provided face-to-face and online. A new suggestion would be to also offer training via Zoom. Although the Committee was in agreement that something should be reinstated, no formal proposal of how or when to move forward was presented.
 - Proposal to increase pay to require adjunct faculty to participate in assessment. This would enable divisions to ask adjunct faculty to complete assessment on their own as well as ask them to provide assessment data for group level assessments.
 - Workshops and stipends were used in the past and were successful for those who were interested. Dr. Corr has supported this method and is willing to provide more funding for this initiative again in the future.
- Sarah Snyder - discussion on assessment courses (introduction, intermediate, and advanced) to be taught by assessment experts. – **Asked Committee their thoughts on an Assessment 101 course that could be offered for educational growth credit that would meet 1 day a week for 16 weeks.** Most members of the Committee supported assessment courses however they were in support of something quick, a few days or a boot camp week before the fall semester startup. Most were not in favor of having the courses graded either. Another concern was who would be teaching the courses. The recommendation is that a variety of individuals from different disciplines/departments teach the courses so the assessment can be directed to target audiences. No formal proposals to move forward were discussed.

Off-agenda discussions

- What did HLC have to say about assessment during their visit?- HLC asked about the chain of review, approvals, and overall the accountability and quality control checks of the assessment process at AWC. They were told the current process has no quality assurance process. At AWC a faculty, staff, and or admin submits an assessment plan to the Assessment Office where it is reviewed and the originator is provided feedback to make improvements in the assessment process. There are however no checks and balances in place to ensure recommendations that were made by an originator were acted upon and that another assessment was conducted to determine if the recommendations did lead to improvements. Chair recommended that there be accountability and checks in place from the originator, to the supervisor, to the Assessment Office, and finally, to the VP's offices.
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- One suggestion to help ensure faculty complete annual assessment plans is to move the due date up from June 30th of each year to the day final grades are due. Any sooner could be difficult because faculty may not have all of the data collected but it is assumed that once faculty are off contract, they will not complete their assessment plans. The only issue with the final grade due date is that faculty are off-contract at that point. The Assessment Office proposed the administration add that one day to faculty contracts to be used as an assessment day which can be done from anywhere since the assessment application is accessible via the internet. The Chair suggested that would only work if faculty were held accountable for completing their assessment plans. A suggestion to ensure quality assessment plans would be completed was to dock that one day's pay from any faculty who did not complete an assessment plan. Some faculty members did not support the proposal because they did not feel the initiative would be enforced.
- Student member asked one of the faculty why he changed his attitude about assessment- The faculty member said he did the assessment at first because he was told to by his employer but then after conducting the assessments, he realized the data he was collecting was pointing out issues in the student learning that he could address in a different manner to make improvements. He discovered assessment did have value. Another member added in that faculty/staff may not realize the value in assessing their teaching. Suggested individuals could use their assessment activities to help create/enhance their professional eportfolios. The first faculty member agreed and spoke about the need to practice continually to improve oneself.

To-do for next meeting

- Tasks above to be done before next meeting:
 - feedback/approval from the Committee members on the fillable assessment form no later than Thursday, March 7th so the form can be presented at the Academic Operations meeting on March 11th.
 - members to email proposed job duties to the Chair, as well as how the Coaches should be compensated, stipend or release time, no later than March 13th.

Good of the Order

- There was a proposal from a Committee member to separate the Assessment Committee into two groups, faculty and staff/admin, to allow the staff and admin more time to discuss their assessment concerns/questions because the focus of the Committee tends to lean more toward faculty issues. Both staff and admin present spoke out against separating the Committee and expressed their desire to remain together. Each member who spoke discussed how they are learning more about the faculty perspective as well as any issues and or concerns the faculty have. The Chair pointed out that in the literature, assessment is talked about as an institutional initiative and that there are benefits to us remaining together and learning from each other.
- Suggestion for an assessment day. There was a general consensus that this would be a good idea and although it has been mentioned in the past, no formal proposal for when or how this event would take place was put this forward.

Next meeting

- April 9
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