

Assessment Committee

Meeting Minutes

May 7, 2019

8am-9am in AS 112

Members Present: Tim Smith, Martha Martinez, Elaine Groggett, Julissa Fitts, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Michelle Sims, Robert Killin, Ashley MacAwile, Luis Vizcarra, Vanessa Natseway

Members Absent: Angel Luna, Scott Donnelly, Eva Aviles, Nicole Acosta, Shara Skinner, Vanessa Weaver, Jacqueline Quinonez

Updates

- VPLS
 - All faculty will receive a copy of their revised job description when they receive their notice of continuing employment
 - Administration will look for funds to pay adjunct faculty a stipend to complete an assessment plan each year
- Faculty Senate has approved adding the statement of documenting assessment in the faculty handbook.

Today's Meeting

- Discussion about whether or not the documenting assessment statement should be added to all employee job descriptions. The general consensus was yes. The Chair called for the vote and it was approved unanimously. The Chair will take this to the VPLS to take to Cabinet for discussion.
 - Ashley M. has already discussed the addition of the statement with the Classified Employee Association and they are in favor of the addition to the job descriptions.
 - Assessment Day
 - Tuesday, August 13th
 - 8am-3pm in the 3C conference center, Board room, and East Meeting room
 - Schedule
 - 8am-8:30am- breakfast
 - 8:30am-11:30am- sessions-
 - Dr. Corr will welcome everyone
 - 11:30am-12:30pm- lunch
 - 12:30pm-3pm- sessions
 - Possible Activities:
 - If a NIOLA coach is available to come to AWC for that day, the plan is to have that person in the Board room after speaking to the larger group to conduct smaller session workshops throughout the day.
 - The East meeting room could be used for faculty/staff presentations on how they approach assessment.
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- The conference center can be utilized by the departments to work in groups to discuss what learning outcomes/goals will be assessed in 2019-2020 as well as how they will be assessed (courses or programs as a group or individually, departments as a group or individually).
 - Session for WI instructors
 - Course Alignment in Bb
 - How to assess committees and events (Sustainability Council, CEA, Wellness at Work, etc.)
 - Two-hour block of time in a computer lab for divisions to input their info in Tk20
- **There were a number of discussions on the types of activities that could be held in the morning and afternoon sessions however the Committee was unable to determine the schedule of events at this meeting. Some of the suggestions were:**
 - Speaking to/sharing with the entire group in the morning:
 - Have NIOLA representative or Sarah Snyder present to the entire group in the morning to provide guidance on conducting assessment.
 - Share the data of how much (how little) assessment is being conducted on a regular basis versus the number of courses taught and programs offered; share the HLC report section that addresses assessment and what needs to be done by 2023.
 - Have faculty/staff share their 'ah ha' moments when analyzing assessment data
 - Provide instruction to the entire group in the morning on:
 - how to write measures and goals statements
 - aligning classroom assignments and activities being used as measures for learning outcomes
 - designing rubrics for specific activities
 - five learning activities that can be used for measuring student learning
 - using pretests and posttests
 - how to analyze results and use the information to make changes in teaching and learning
 - Morning roundtables
 - Have faculty and staff work together in smaller groups on:
 - how to write measures and goals statements
 - aligning classroom assignments and activities being used as measures for learning outcomes
 - designing rubrics for specific activities
 - how to analyze results and use the information to make changes in teaching and learning
 - Breakout sessions
 - Have faculty present their assessment plans and discuss their findings; one suggested presenter was Michelle Sims
 - Tim Smith could present course align in BlackBoard
 - In the afternoon:
 - Have like disciplines gather together to develop and write out assessment plans
 - Hold a course align session for BB in smaller conference room
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- Have faculty bring their course syllabi and course outlines
 - Have Jaime Nolasco on hand to help people
 - Hold a session geared toward student leaders for developing tools to assess student activities
 - Roundtable discussions of morning activities with time to write up/input assessment plans

 - **Other discussions about assessment day**
 - Concern was expressed that not all employees are beginners and they may not want to sit through a general session to discuss the basics.
 - One idea was to have speed assessment tables for those who consider themselves to be intermediate to advanced- could have 15 minute discussions with others at their level to discuss ways to improve their assessment, measures, teaching, etc.
 - Concern was expressed that if the participants are not all engaged in activities many will not gain anything from the event.
 - Question was raised at to what is the purpose of the event?
 - Enhancing the student experience
 - Improving student learning through the use of data
 - Proposal to brand the day as something other than 'Assessment Day', something positive. Suggestions:
 - Enhancing the Student Experience
 - Assessment Journey: Day 1
 - Begin the Journey of Assessment
 - Proposed for the Chair to send the agenda of the days activities to all employees so they are aware of what will be offered as well as a list of items they should bring with them
 - Proposal for tables with moderators to collect feedback from the participants about what their biggest challenges are with assessment. The notes taker had a thought after the meeting that the Committee could create a short survey to collect participant feedback on:
 - What they hoped to learn at the event
 - What they did learn at the event
 - If there were still items they wanted to learn or that were unclear during the event
 - If they met the days goals of developing and writing or inputting their outcomes and measures in Tk20
 - Proposal to develop a positive message to share at the end of the day that will help the participants reflect in a positive way on the day's activities as well as to help them understand this is just the beginning, more assessment days to come.

 - **Assessing Assessment Day- did not address**
 - Expected outcomes
 - Collecting feedback
 - Evaluating work completed
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- **Other Discussions**

- Need to institute a formal policy to hold employees accountable for documenting assessment
 - Formally establish policy to withhold overload from faculty if assessment is not conducted
- The establishment of a faculty assessment coach was questioned as each member of the Committee is charged with acting as a resource and support for all employees
- Need to better market the purpose of assessment
 - Idea for faculty reflection of their own teaching each year
- President's Cabinet needs to develop a plan to measure assessment success. How much is enough? The quality? Committee suggested the Chair invite Cabinet to a future meeting to discuss this issue.

Next meeting

- TBD
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