

## Assessment Committee

### Meeting Minutes

Oct. 8, 2019

8am-9am in LA 117

**Members Present:** Martha Martinez, Elaine Groggett, Julissa Fitts, Monica Ketchum, Sarah Snyder, Miguel Sanchez, Angel Luna

**Members Absent:** Tim Smith, Scott Donnelly (sabbatical), Eva Aviles, Nicole Acosta, Shara Skinner, Luis Vizcarra, Vanessa Weaver, Robert Killin, Jacqueline Quinonez

### Today's Meeting

- Approval of minutes from our Sept. 10<sup>th</sup> meeting- Chair asked if anyone had any questions, concerns, or changes to the meeting minutes from the last meeting. Sarah questioned if the proposed funding amount for the adjunct faculty stipend was accurate on the minutes, Chair stated it was. No further discussion, minutes approved as is even though there was not an official quorum at the time of the motion.
  - Decide if adjunct Faculty will receive a stipend- those present voted to approve an allotment of a \$150 stipend for adjunct faculty who complete an assessment plan with all sections of the plan scoring at least 'emerging' on the assessment plan rubric (see attached). The Committee will allow adjunct faculty to receive assistance with inputting their information into Tk20 for the 2019-2020 academic year however the Committee expects the adjunct faculty to eventually assume the responsibility of entering their data on their own.
    - Expectations- all sections of plan must meet 'Emerging' to qualify for a stipend
    - Amount
      - \$75 stipend if the faculty entered their course/program outcomes and measures with benchmarks. The outcomes and measures had to be quality statements. Stipend will be provided if the measures tab is complete and the information provided meets at least 'Emerging' on the assessment plan rubric.
      - \$75 stipend after the faculty completed their assessment plans. Again, the information had to have some substance and quality. Stipend will be provided if the remaining tabs are complete and the information provided meets at least 'Emerging' for each category of the assessment plan rubric.
  - Proposed Academic Program Review Format- The new academic program review format was previously reviewed and approved by the Academic Division Chairs and has been implemented by the Assessment Office. There was some discussion regarding data collection for the program review as well as if additional data can be requested by a program review committee of IR. Committees can request additional ad hoc data for their program reviews. The standard data will be provided by IR and placed in the program review folder in OneDrive. Academic programs will provide feedback as to any necessary changes to the program review
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format over the next few years. This new format provides Division Chairs and the Assessment Office the opportunity to provide feedback during the program review process as well as during the action plan period to ensure action is being taken on the recommended items. All present approved of moving forward with the new format.

- **Specific Assessment Topics for Workshops needed-** The Committee discussed the need for three workshops for this fall, to be scheduled in the afternoons, in computer labs. Committee will request each workshop be recorded and posted online for an assessment resource.
  - Purpose of Assessment- Sarah and Martha will present, date/time TBD
  - Measures- Monica and Martha will present, date/time TBD
  - Rubrics- Monica, Martha, and Angel (,Sarah?) will present, date/time TBD
- **“Reshaping Assessment” for Spring semester start-up, 8am-11am**
  - Objective: to analyze artifacts of assessments done during the fall semester, arrive at conclusions and plans to complete fall’s assessment.
  - 8:0am-8:05am, Opening
  - 8:05am-9am, How do we analyze our data? A quick lesson in basic statistics.
  - Analyze data – by division or individually
  - Tk20 lab time, divisions will rotate through computer labs in AS building (AS 103 and AS 114); 25 minutes per division
- **Discuss meeting with Cabinet-** briefly discussed meeting with Cabinet. Meeting notes from that meeting provided by the Chair.

### **Good of the Order**

- Number of 2019-2020 assessment plans started thus far:
  - 49 course plans
  - 1 academic program
  - 5 departments
- Elaine has requested success data for the top 25 enrolled courses as well as adding FAS 238 to that report

### **To-do for next meeting**

- Discuss new approach to assessment

### **Next meeting**

- Nov. 12th
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