

## Assessment Committee

### Meeting Minutes

Sept. 10, 2019

8am-9am in LA 117

**Members Present:** Martha Martinez, Julissa Fitts, Vanessa Weaver, Luis Vizcarra, Dr. Sarah Snyder, Tim, Smith, Monica Ketchum, Miguel Sanchez

**Members Absent:** Angel Luna, Scott Donnelly (Sabbatical Leave), Eva Aviles, Nicole Acosta, Shara Skinner, Jacqueline Quinonez, Elaine Groggett, Robert Killin, Vanessa Natseway

### Today's Meeting

- Adjunct Faculty Stipend
- The committee members discussed different situation on regards to stipend allowance for Adjunct Faculty participation in the assessment process.
- The committee reviewed what had been done in the past by the Assessment and Curriculum Office.
  - \$75 stipend if the faculty entered their course/program outcomes and measures with benchmarks. The outcomes and measures had to be quality statements.
  - \$75 stipend after the faculty completed their assessment plans. Again, the information had to have some substance and quality.
- A total count for Fall semester of adjunct faculty came to a total of 259. See attached form. If all were to participate and given \$150.00 following the guidelines from before it would be a total request to the president of 38,850.00 dollars.
- Concerns discussed:
  1. Will the adjunct faculty that complete and document course/program assessment will be the only ones receiving a stipend?
  2. Adjunct faculty already participate in collecting assessment artifact and or data and submit it to the division. Will they be eligible to receive some kind of stipend? If so, what would be the guidelines and amount.
  3. If part of the requirements to receive a stipend includes professional development (Tk20 training), virtual training needs to be considered. Adjunct faculty work during the day and some do not live locally.

An email will be drafted to discuss and try to come to an agreement on how to proceed with compensating Adjunct Faculty that participate in assessment.

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- Debrief on Reshaping Assessment Day
  - Take-aways from each presentation
  - Overall, the day was well received by many participants. They found the information presented useful.
  - Some of the feedback to improve on was the pace of the morning presentations. Many felt the pace was too fast and that it did not give them the time necessary to put into practice what was presented. Once they had started to understand what was being asked, we had to move on to the next topic.
  - Some participants expressed their knowledge of assessment and felt that the day was not productive for them.
- Specific Assessment Topics Workshops needed
  - Rubrics
- Begin Planning “Reshaping Assessment” for Spring semester start-up
  - Objective: to analyze artifacts of assessments done during the fall semester, arrive at conclusions and plans to complete fall’s assessment.
  - 8-11am
  - Agenda: Quick opening
  - Analyze data – by division or individually
  - Tk20
  - 3 rotating workshops –
  - Questions: What are we going to do to follow up?
  - What are the next steps?
  - What changes for Spring?

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

- Continue planning for Spring

### **Good of the Order**

Assessment Chair met with Dr. Corr and Dr. Elliott-Nelson on regards to assessment and the approach the Assessment Committee needs to take. The committee need to plan for assessment that yields changes. Participation of faculty and staff is key.

The committee discussed in this meeting some topics pending from our last meeting in May. The Assessment Committee decided to invite Cabinet to discuss pending questions and concerns.

- How does Cabinet measure assessment success?
  - How much assessment is enough?
  - What about quality?
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## Next meeting

- Oct. 8th