DRAFT – MINUTES

LEARNING ASSESSMENT COMMITTEE

Thursday, November 14, 2019

SV-10

LIST OF MEMBERS PRESENT:

Melissa Anderson (Co-Chair)

Jennifer Fiebig (Co-Chair)

Walter Butler (Library)

Salvador Diaz (ETCWD)

Zachary Matthews (PCA)

Charlene Potter (Languages/ESL)

Adrine Reganian (Health Sciences)

Albert Shin (Social Sciences)

Agnes Ventura (Math)

Not Present

Jared Ashcroft (Natural Sciences)

Mariella Baldo (CEE)

April Kawaoka (VAMS)

Tamara Knott-Silva (PCA)

Wendy Lucko (ETEWD)

Barbara Naylor (PCA)

Loknath Persaud (Languages/ESL)

A. CALL TO ORDER: Melissa Anderson at 12:06pm

B. APPROVAL OF MINUTESS, October 10, 2019

MOTION by Adrine Reganian to approve the minutes. Seconded by Zachary Matthews.

VOTE: Carried unanimously

C. NEW BUSINESS

1. The Fall Assessment Planning Statistics were presented. Data from eLumen highlighted the current completion rates by each division. Accuracy of the planned vs. missing data was discussed.

2. Fall 2019/Spring 2020 Assessment Planning Action Items were presented. The outlines of tasks are as follows:

Fall 2019. A reminder email will be sent to all full-time course coordinators within the next week. The goal is for coordinators/departments to start pre-planning assessment for spring 2020. More direction will be provided to help plan for assessments in adjunct only courses.

Spring 2020. Get as many courses as possible planned for by the end of the Fall. Full-time coordinators (program or course) should plan adjunct assessments

General reminder for committee members to check Canvas for internal resources that can help with eLumen training in terms of documents, videos etc.

The committee discussed the history of the current recommended SLO assessment cycle. It was stressed that departments may select a different assessment cycle. However, any variations need documentation as proof of regular SLO assessments/cycles. Suggestion was made to see if there is a function in the eLumen system to easily make notes regarding the assessment cycle. This function would help when coordinators step down and new coordinators need to be trained.

3. Creating a "master list" of the updated/current SLO Coordinators. There is a need to have an updated list for better record keeping and for dissemination of knowledge/support/training. Reminder, if adjunct faculty are completing coordinator work, please discuss and clarify expectations with deans. Albert Shin and Charlene Potter discussed how their divisions are now having a single coordinator for each department (e.g., the Philosophy or French Coordinator is the designated representative for the whole department vs. individual reps for individual classes). This departmental model is a more global and preferred model vs. thinking of one person "owning" a class.

4. A Goal-Oriented Pilot Assessment was discussed for spring. Committee members were asked to provide feedback on a draft of the Goal-Oriented Assessment Model pilot. Before the discussion began, it was mentioned that the assessment schedule should ideally be on a 2- or 4- year schedule and that this pilot in the spring will be used to move the conversation towards departmental goals. A discussion highlighted the need to clarify what is meant by the term "goal." Perhaps "identify" vs. "summarize" is a better word in the response field. Overall, it became clear that explicit examples must be provided and some form of training must happen before coordinators can accurately complete the pilot form. However, it was stressed by Melissa the assessment pilot numbers will be small and that she will be able to work one-on-one with each department piloting their assessment in the spring. However and for the long term, the process needs to be more understandable. One hope is that the Assessment webpage will be updated in the spring and that it will be more user friendly. The goal for the updated webpage is to have the committee see a draft of and vote on the new webpage before the end of the spring semester. For the foreseeable future, LAC members and SLO coordinators will be relied on heavily until more support is provided.

D. ADJOURN MEETING. Meeting ended at 1pm.