DRAFT – MINUTES

LEARNING ASSESSMENT COMMITTEE

Thursday, May 14, 2020

Via Zoom

LIST OF MEMBERS PRESENT:

Melissa Anderson (Co-Chair)

Jennifer Fiebig (Co-Chair)

Walter Butler (Library)

April Kawaoka (VAMS)

Zachary Matthews (PCA)

Adrine Reganian (Health Sciences)

Not Present

Jared Ashcroft (Natural Sciences)

Mariella Baldo (CEE)

Salvador Diaz (ETCWD)

Wendy Lucko (ETEWD)

Barbara Naylor (PCA)

Loknath Persaud (Languages/ESL)

Charlene Potter (Languages/ESL)

Albert Shin (Social Sciences)

Agnes Ventura (Math)

A. CALL TO ORDER: Melissa Anderson moved to begin the meeting at 12:04pm

B. APPROVAL OF MINUTES, As a quorum was not reached, minutes from multiple meetings will have to wait to be approved at the June 11th meeting.

C. NEW BUSINESS:

1. Welcome/Introduction.

2. Assessment Planning: Update and Division of Labor. The planning of division assessment needs was discussed. If there is a course coordinator, coordinators ideally should update the respective courses. Division leads should send out reminders to remind coordinators to work on this task. If the course coordinator is unable to update the class, division coordinators will attempt to update courses. If there are no updates, Melissa will manually add defaults to that department/division. The deadline has been reset to next Friday, May 22nd.

3. Accommodations & Support for SLO Assessment During Remote Instruction Period. Should we have an optional questionnaire this semester that discusses Remote Instruction? There was a general agreement regarding this need. Questions will be optional and open-ended in nature targeting what has worked well for faculty in this remote learning format. A qualitative analysis will occur and comments will be publicly shared in summer or fall. A recommendation was made to add a quantitative question or two to get some data if faculty don't share in the open-ended format on teaching and learning. A suggestion was made to give a 'soft' or a directive/lead question to get faculty to think globally when completing the open-ended questions as giving 'advice to your peers.' Perhaps add a link or a list/information sheet for people to think about effective teaching strategies that individual faculty could use in their classes.

Rhetorical question. What should our committee do in this remote situation to support faculty?

4. Preparing AD-T Coordinators for Fall 2020 Program Review. ADTs that are up for review will need a program review submitted in October. A process for the program review is that departments will need to specifically write about a measure and analysis it. There is a general need to have SLO data or course evidence easily accessible to support programs evaluating that their program is meeting its goals. Our hope is to provide SLO data in an accessible format for faculty to utilize.

5. SLO Handbook: Update & Timeline. Melissa is working on a SLO Handbook and it will be divided or targeted to help Chairs and Faculty depending on their specific needs. The handbook will be a tool to help faculty. Themes will focus on:

* Outcomes as a frame of mind when faculty grade projects
* Provide a feedback plan as good feedback is essential for student support
* Tools for continuous improvement
* Clarifying for faculty what they 'should' do and 'shall' do.

6. Assessment/Program Review Software: RFP Criteria. A top item from PCC's budget retreat was to have PCC analyze assessment software from multiple vendors. At this time, it is uncertain if this software review will continue forward based on future budgetary constraints. Half of all CCCs use eLumen.

Meeting adjourned at 12:59pm.