

## Assessment Committee Minutes March 6, 2019

Attendees: Kelly O'Dell, Tamara White, Dan Lawrence, Geoffrey Chadwick, Mike Carter, Lynette Jachowicz, HyeKyung Lee, Arthur Vaughn Jr., Jessica Solis, Meg Beck, Jennee Schansberg, Ana Martin-Mejia, Chris Juarez, Tricia Johnson, Yulia Fedasenko-Cloud, Mandy Geddes, Kelly Gaer, Sasa Jovic, Anne Petti, Brandon Williams, Will Flowers, Jason Ray, Rhonda Hattar, Reyna Anaya, Bobby Pace, Patti Molai, Travis Graves

### Professional Development:

Presentation on how to write measurable program outcomes and performance indicators (See Power Point presentation), followed by time to work on program outcomes/performance indicators in groups.

### Subcommittee Updates:

#### Curricular Mapping

- A visual proposal has been created.
- A Tool and an instrument have also been created.
- Both are being practiced with advising and political science.

#### Data collection and repository

- Have a 5 task list, answering 3 questions: How is data collected? How is it stored and evaluated? How is it reported to internal and external stakeholders?
- How is it collected? We currently use D2L. We are researching how D2L can be utilized for data collection. Instructors are holding student records. Now we are researching new options.
- We are looking at how we are archiving data records. Before HLC visit we had a centralized place for archived data. Now we want to examine a centralized place, maybe a drive. Need to talk with student affairs.
- How are we reporting? We are thinking an internal and external report should be the same. With an executive report with findings at the beginning. Other IHE's don't show their reports on their website. We don't need to. Based on questions from HLC reviewers, we are going to want something on our website, we are going to want to decide as an assessment committee what that looks like.
- April and May we are creating protocol on how to collect data.

#### Performance indicator

- We have created a template. We took information from student learning outcomes from AA and performance indicators from student affairs and we are looking at where they meet.
- We also went through life long skills sorted through institutional outcomes and then integrated SA program goals.
- Now have one page document, going to go over one last time as a group prior to sending out to the committee.

#### Program Assessment Modeling

- Lost Student Affairs rep, need SA rep.
- Looked at how other schools are doing program assessment modeling.

- Found a model from Santa Monica College. They used the same structure for all units across the college, one for transfer program, one for CTE programs, one for Co-curricular and one for administrative units.
- We took the Santa Monica College model to cabinet for support, we do have support for the concept of using one model for all areas.
- Components of the model tie in with IE self-assessment tool, pull pieces from Strategic planning. Still need to flush out questions.
- Also talking about data dashboard that will go with it. Want to know from others, what is important? What will it look like? How will we disaggregate the data?
- What will the cycle be for this assessment? 4 C's so maybe a 4 year cycle. 25% of the programs go through each cycle each year.
- HLC gave feedback that all programs need to go through a complete cycle. Think about what a cycle should look like.

#### Communications

- We had a 4 task list.
- We connected with departments about lifelong skills, and are reasonably certain that language has been phased out. We updated assessment page to reflect committee membership.
- We want help with how to communicate the 4 C's across the college. Does anyone have any ideas?
- We want to create a template with information about the 4 C's and why to give to people with a standard message. Perhaps this message can go into:
  - o Syllabi – what the 4C's are and why they are important
  - o Posters
  - o Stair wrap
  - o Cube, but bigger and hanging
  - o Screen displays in our classrooms
  - o Spot where art students could take over a wall