REDWOODS COMMUNITY COLLEGE DISTRICT

Assessment Committee Notes for October 21, 2013

1. Updates:
   • **Course-Level Planning** – The Assessment Coordinator has been working with Deans and faculty to complete the course-level planning pages for their disciplines. The program review process has been useful for identifying areas where plans have not been completed. In some cases faculty were not aware of the new process
   • **Closing Loops** – Faculty are closing loops. Some had difficulty finding the “open loop” site and others were surprised to find so many loops had been created. The Assessment Coordinator (Dave) has been working with faculty to understand the process
   • **ILO discussion at Senate and Deans/Directors meetings** – The Institutional Learning Outcomes proposal was reviewed by both the Academic Senate and Deans/Directors counsel. Minor revisions were suggested, otherwise both groups provided enthusiastic support of the proposal. It will now be forwarded to the President for Board consideration.

2. Discussion
   - **Roles and responsibilities of Assessment and Assessment Planning (attachments)**
     - Full-time and Associate Faculty
     - Associate Deans
     - Assessment Coordinator

   Considerable discussion led to the proposal of having a training for the Deans to highlight their roles in the assessment process and to discuss potential problem areas. There was agreement that we are in a transitional period where the old roles of Coordinators no longer exist. Much of this work then needs to be overseen by the Deans. The Assessment Coordinator will contact Dr. Snow-Flamer about setting up a discussion/training with the Deans.

   - **Quality and Requirements of Assessment Process and Reports**
   This discussion focused around a couple of procedural and quality issues. One is making sure that student work (artifacts) are kept anonymous. The second concerned how assessments from multiple sections and multiple faculty were used. There was concern that the assessment results from a specific faculty member's section would be used as a means of evaluating the performance of the faculty. The Assessment Committee emphasized that this was not the role of the assessment process, and that the Assessment Handbook and other resources (including contractual documents) emphasize that assessment is intended for course or program improvements but not as a means of evaluating faculty. The Assessment Coordinator will work on an announcement /reminder to send out to faculty providing guidance regarding these issues. The reminder will be shared with the Assessment Committee prior to be distributed to faculty. We will wait until after the faculty have completed their Program Reviews before releasing these guidelines.
3. **Software Demonstration – Program level mapping (Paul Chown)**

Paul Chown showed the Assessment group a new tool for mapping course outcomes to program-level outcomes. This will be discussed in more detail at the next Assessment Committee meeting. The Committee is encouraged to review the new online tool at the following URL. But, please do not distribute this beyond the committee.


This page requires an email user name and password to log in. Once on the page, use the pull-down menu to select a degree or certificate. The program outcomes (PLOs) are shown on the left and the corresponding course outcomes mapped to this program outcome are in the column on the right. Click on the blue + button by the course to view the specific course outcome(s). The tool allows the user to edit or delete outcomes. The course outcomes will be updated as curriculum outlines are approved and posted, but the actual mapping of course outcomes to program outcomes need to be selected using the editing tool provided.