Meeting of the Assessment Committee

Room FM 112, Eureka Campus: 7351 Tompkins Hill Road,
CCC Confer from Del Norte Campus
Monday, Sept 22 2014
4 p.m. – 5 p.m.

Attending:  David Bazard, Angelina Hill, Lisa Sayles, Erik Kramer, Paul Chown, Sheila Hall
Marla Gleave, Clyde Johnson, Johana Helzer   Absent:  Melody Pope

Meeting Minutes

1. Review assessment reporting for 2013-2014; Post-Sept 15 report  - Angelina Hill
   The following data were discussed by the committee. The committee discussed the changes in
   the numbers that occurred since they were reported at convocation. There was also discussion
   about the relatively low percent of “complete cycles”. The frequency of course offering was
   suggested as one reason for incomplete cycles, and a suggestion was made to look at the cycle
   over a three-year period to see how that improved the percent of complete cycles. There was
   also discussion of methods to ensure accountability, including a regular comparison between
   assessment plans and assessment reports. Angelina Hill reported that she will provide a similar
   analysis for program assessment.

   Assessment completions for the most recent 2-year cycle:
   During the 2012-13 to 2013-14 assessment cycle:
   91.7% of courses offered had at least one outcome assessed. (we were at 87% at convocation,
   and 92% in 2011-12 to 2012-13).
   34.5% of courses offered had all outcomes assessed (we were at 28% at convocation, and 74% in
   2011-12 to 2012-13).

   The Assessment Committee discussed the possibility of changing the deadlines for submitting
   course level assessment reports. The committee concluded that a change to a deadline that
   coincides with the course grade due date would be beneficial for the following reasons:
   a. Assessment reports would be completed during the same semester as the assessment was
      measured, providing a more recent review of student performance. The September 15
      deadline in particular results in dialogue about student performance that occurred several
      months in the past.
   b. Some Associate Faculty may not be rehired the following semester and consequently they
      would not be available for dialogue and report entry the following semester. This also raises
      contractual questions regarding a work requirement that extends across two semesters.
   c. Evaluation of assessment cycles is complicated by the current lag in report entry. We are
      unable to evaluate our performance for one academic year (e.g., 2013-2014) until the
      following fall (2014).
d. Under our current deadlines, new outcomes are not available until after the September 15 deadline. This means outcomes approved in the fall of one year are not available at the beginning of the fall the next year.

e. Moving the deadlines to the end of each semester would allow more focus on Program-Level assessments and reporting during the beginning of each semester, as part of Convocation of Flex days.

The committee discussed that if this change was made, the “reset” of course outcomes and report entry for the next year would occur sometime in the summer, such as June 1 or July 1.

The committee discussed the process for changing these deadlines. The committee was in agreement that this change should be discussed with the Academic Senate.

3. Assessment of new general education Area E, and how to modify our existing of Global/Cultural Context outcome.

The committee discussed the need to develop a learning outcome (or outcomes) for the new General Education Area E. The process by which a new outcome is developed and by which old outcomes are modified was not clear. There was consensus that with the new Area E, the older “Global/Cultural Context” outcome should be modified. This also led to a discussion about modification of outcomes that are more area specific. Dave Bazard agreed to take this topic to the Academic Senate for a discussion of our process of defining GE outcomes.

Meeting Adjourned at 5:05pm, 9/22/14
Minutes – taken by D. Bazard