

**CSM ASSESSMENT COMMITTEE 13 May 2013 2:15 – 4:00 pm 10-401
(May 14 draft)**

Members Present

David Locke (chair) Rich Castillo Lloyd Davis (note-taker)
Lakshmikanta (LK) Sengupta Lilya Vorobey

UPDATES David reported the updated **GE SLOs** and the updated **Assessment Philosophy statement** were approved at the last ASGC meeting. Both will be on the SLOAC website, and the GE SLOs will be in the catalog.

The **degree SLO survey** students complete when they apply for a degree had a 30 % response rate in Fall 2012, which John Sewart says is really good for a survey with no incentives. At the end of last week, email reminders were sent to students who did not fill out the survey after they filled out their degree applications. A second reminder will be sent out June 1. Similar reminders will be sent out August 15 for summer graduates and Dec. 22 or 23 for fall graduates.

CSM STUDENT LEARNING ASSESSMENT PLAN Work continued on clarifying and polishing the language in the plan. David will produce a revised draft incorporating the substance of the suggested changes. Suggested changes are in **blue**: Other changes were discussed but not settled on.

1. General Education Outcomes and Assessment. What knowledge, skills, and attitudes should students possess when they complete the general education requirements for an associate's degree or for transfer? SLOs for courses meeting one or more GE requirements should align with at least one GE **SLO**.

Current Implementation: The College has identified our GE SLOs. Students are made aware of the SLOs through the College website (http://collegeofsanmateo.edu/sloac/SLOs_ge/index.asp). Assessment of GE SLOs has been done via student self-assessment surveys coordinated by the Office of Planning, Research and Institutional Effectiveness (PRIE) as part of a Student Campus Climate Survey. Results of that survey for June 2010, 2011, and 2012 are available on the College website (<http://collegeofsanmateo.edu/institutionalresearch/qualitativedata.asp>). A comparison of results of student self-assessment over these 3 years is available at (<http://collegeofsanmateo.edu/institutionalresearch/docs/qd/students/2012/StudentCampusClimateSatisfactionSurveyGESLOFinal10-9-2012.pdf>). Faculty have used the program TracDat to indicate alignment between Course SLOs (for courses meeting one or more GE requirements) and GE SLOs.

Future Implementation Plans: The College **has revised** the GE SLOs and plans to have an ongoing six-year revision/reaffirmation of these outcomes to coincide with regular six-year curriculum review. Student awareness will further increase through the inclusion of the GE SLOs in the College Catalog. During the 2013-14 academic year, the College plans to investigate another method of assessing GE SLOs through the use of student ePortfolios.

2. Certificate and Degree Program Outcomes and Assessment. Upon completion of a certificate or the major requirements of an associate's degree, what knowledge, skills or attitudes should students possess? **SLOs for courses required for the major or the certificate align with degree or certificate SLOs as appropriate.**

Current Implementation: Most programs have written SLOs for their Degrees and/or Certificates of Achievement. Degree SLOs were drafted during the 2011-12 academic year for

most programs. Students are made aware of Certificate and Degree SLOs through the College Catalog under “Major Requirements”. Certificate and Degree SLOs are also available on the College Website (Certificates: <https://www.collegeofsanmateo.edu/sloac/programs/index.php/certificates>; Degrees: <http://collegeofsanmateo.edu/sloac/programs/>). One assessment method available to faculty for assessing Certificate and Degree SLOs is a self-assessment survey that students are asked to complete when they file for a degree. This assessment instrument became available for Degree SLOs beginning in Summer 2012 and for Certificate SLOs beginning in Spring 2013 semester. Faculty use TracDat to indicate the alignment between Course SLOs (for major courses required for the degree or certificate) and Degree or Certificate SLOs.

Future Implementation Plan: In addition to Certificates of Achievement, SLOs will be drafted for Certificates of Specialization. The College hopes to have SLOs drafted for all Certificates of Achievement and Degrees by the end of Spring 2013, and have SLOs drafted for all Certificates of Specialization by the end of Fall 2013 [to facilitate assessment for all Degree and Certificate SLOs by Spring 2014](#). In addition to exploring the use of ePortfolios for GE SLO assessment in the 2013-14 academic year, some programs [may pilot eportfolios for Degree and/or Certificate SLO assessment](#). Regardless of assessment method for Certificate and Degree SLOs, one challenge for having meaningful assessment is the requirement that only, “Either 12 units or 50% of the units applied to the major, whichever is fewer, must be completed at College of San Mateo.” (CSM College Catalog 2012/13, p 62 - <http://collegeofsanmateo.edu/schedule/docs/catalogs/CSM%202012-13%20Catalog.pdf>). This means that if an assessment result shows a Degree or Certificate SLO is not being met by students, changes faculty make to a course in the major will not address the deficiency for students who complete the course at another college. A similar challenge is present for GE SLO assessment.

3. Course assessment. What knowledge, skills or attitudes should students possess when they complete the course? [SLOs meeting one or more GE requirements should align with at least one GE SLO. For courses meeting a major requirement for a degree or certificate, course SLOs should align with Degree or Certificate SLOs.](#)

Current Implementation: This area of implementation promises the most direct benefit to improving the effectiveness of teaching in the student learning experience. Course SLOs are a part of the course outline (<http://www.curricunet.com/SMCCCD/search/course/>). [They are listed on the syllabi students receive, and on the college website \(<http://collegeofsanmateo.edu/sloac/SLOs/>\).](#) This is the fifth academic year that faculty have been assessing Course level SLOs. Every Course SLO for every course should be assessed at a minimum frequency of once every three years. This allows for two complete assessment cycles per course outline revision cycle. [CTE programs must revise course outlines on a two-year cycle, so they may consider a two year cycle for assessing all Course level SLOs.](#) Assessment results are recorded in TracDat and reports from TracDat are used to determine how the College is doing as a whole on course level assessment, [student achievement, and program improvement.](#)

4. Learning support services and student support services assessment. What knowledge, skills or attitudes should students possess when they successfully complete the utilization of learning support or student support service? Do the services help a student within a particular course, program, their GE requirements or some combination thereof? These SLOs should align with the SLOs of the target locus of the service.

Current Implementation: Our student services division of the College has fully implemented SLOs and assessment and is now focusing on sustainability and continued improvement. The Learning Support Centers (formerly Learning Centers and Labs) at CSM have defined SLOs. SLOs for student services and learning support services are listed on the College Website (need

links – should go live now). Learning Support Centers are now completing program review annually. Prior to the current academic year, Learning Support Centers had only completed Program Review once (in Spring 2009). The assessment of SLOs for the learning support centers will be an important part of the program review.

David will rewrite the last part of Future Implementation Plans under 2, from “regardless of assessment method ... “ Because students aren’t taking all their units at CSM, meaningful assessment is unclear. The residency requirement that students take the smaller of 50% or 12 units at CSM allows students to take, e.g., 12 units at CSM and 8 each at Skyline and Canada. The student might not be able to correct deficiencies at CSM. At four year schools, students take all upper division courses at one school.

Consensus was to have one sentence about course SLOs aligning with GE SLOs, and another sentence about course SLOs aligning with Degree or Certificate SLOs. Many basic skills courses do not need to align with GE SLOs.

Rich suggested leaving the URLs but taking out the link, so they aren’t hyperlinks. This improves formatting, and in any case the document will be a pdf.

How we are doing in terms of our duty to do assessments (e.g. are we assessing a high enough percentage of classes), how successful we, the college as a whole, are in our teaching, and how effectively we use SLO assessments to improve programs, are three different questions.

The second question in 4, might be reworded with something like “After a student utilizes a learning support or student support service, has the service helped the student within a particular course or program, or with their GE requirements?”

David reported Certificates of Specialization are coming. We can keep certificates and degrees in the catalog as long as we offer all necessary courses within each school year.

Lilya observed it would be nice to have an ‘external references’ hub, such that when that hub is updated, so is everything else. The pages for the course SLOs and for the degree and certificate SLOs can be updated by running a report in TracDat. David does that once a semester. TracDat revisions are not linked to COI forms. Separate revision of COI forms is required. Next year, when a new course goes into CurricUNET, it will automatically be put in TracDat.

The next meeting will be in Fall 2013.