

College Assessment Committee (CAC)
Minutes from the Meeting of:
Tuesday, September 6, 2016 // 3:00-4:00pm
Building 18 Room 206

Chair: Madeleine Murphy
Note-taker: Laurie Chin

Members Present: Madeleine Murphy (Chair), John Sewart, Jennifer Taylor-Mendoza, Laurie Chin (Student Representative), Tabitha Conaway, Jane Jackson, Santiago Perez Etchavarria, Theresa Martin, Denaya Dailey, and Jeff Brown.

Members Absent: Kevin Sinarle

Meeting was called to order at 3:05pm.

1. **Approval of the Agenda** - There was no official approval of the agenda.
2. **Approval of the Prior Minutes** - The minutes from the April 18th, 2016 meeting were not approved at this time. Madeleine said she would send everyone a copy of the minutes from the April 18th meeting via email because it would be difficult and time-consuming for everyone to read and approve it at that very moment.
3. **New Members/Introductions** - Everyone went around the table and introduced themselves: their names and the respective departments they were representing. New members included: Laurie Chin, ASCSM student representative, Santiago Perez Etchavarria, Biology Department, and Jeff Brown, DSPS, who may be permanently replacing Kevin Sinarle at weekly CAC meetings.
4. **Flex Day Session Report (Madeleine)** We did not get to discussing this – moved ahead with the next items.

5. Goals for 2016-2017

- Work with Professional Development, ASGC and others to create an “assessment” day – we didn’t discuss this.
- Mapping (getting all courses to map outcomes to program / GE SLOs) – this is how we are going to gather the big, disaggregatable data on program and GE SLOs. This semester we’ll need to have some sessions with divisions/departments getting people to review their mapping before it’s put into the new Tracdat. Mapping is essential – Program SLOs must align with GE SLOs.
Mapping is also essential because virtually all assessment of student work, on which SLO data is based, takes place *at the course or service level*. Program and GE SLOs will derive data from the course, LSC and SS data, based on how they are aligned. So alignment is important.
- Reviewing SLOs for LSCs/student services – having researched, last term, how instructional faculty work and think about SLOs, we need to find out what the LSCs and SSs do with SLOs. Madeleine will be meeting the key people in LSCs and SSs and reporting back.
- Promoting new assessment methods (integrating SLOs with course-level assessment) – SLO data collection should be an extension of grades, and a combination of data (grades) + anecdotal data (activities), especially at GE level. The mantra here is that SLOs are grades – or rather, SLOs break down the strengths and weaknesses behind the grades. Wherever possible (and that’s most places), SLO data should be captured in the assessments *we already do in the classroom*.
- Organizing GE-SLO assessment activities (critical thinking *and* quantitative reasoning) – We need to create and brainstorm useful, meaningful and engaging end-of-semester assessment activities. Aim to assess quantitative reasoning and critical thinking at the same time. Key questions: *How are we going to motivate students to participate? How are we going to select the students? How can this be adapted for courses with unique SLOs like music or kinesiology?*

6. Other questions / issues that arose:

- *Who is responsible for entering data into Tracdat?* Right now, each course/lab/SS has a contact person. But should everyone enter their own data? Problem: Tracdat only allows one entry per semester for a course, so four instructors couldn't enter their results for each of their sections independently; someone would have to combine them. (Jennifer & Madeleine will work on this.)

Also: Some departments may need to improve coordination and collaboration from within to effectively collect data for TracDat – create an organized, habitual system that works for each department.

- *Tracdat data entry:* Jennifer reminded us that she is getting faculty used to regular data entry deadlines, with call-outs to faculty to enter data by specific dates. A recent email reminded faculty of the need to enter data by Sept 6; she'll be following up with reminders for individual departments.

In our discussion of the ideal way to record disaggregated data (i.e., allied with the student's G#), the question arose whether we were moving towards a system where SLO data would be entered alongside the course grade, in Banner. Jennifer and Madeleine emphasized that this is NOT the case. We are using Tracdat to capture SLO data for the time being. We are certainly exploring the best way to implement meaningful assessment and painless SLO data gathering, and we can propose *ideal* solutions to work towards – whatever they are – but that is *not* where we are now.

- *Revising GE SLOs.* Jane pointed out that we need a GE SLO in creativity – music and other arts subjects don't really fit the GE SLOs as they are currently written. We will explore revising these SLOs, to make sure that they really reflect everything that everyone is doing and contributing.

Meeting ended at 4:06pm.

Next Meeting: Tuesday, October 4th, 2016 @ 3:00pm in Building 15 Room 155