

College Assessment Committee (CAC) Minutes, Fall 2018

Agenda approval (Minutes were approved over email last semester)

Opening and Intro to CAC Committee

After we introduced ourselves, Madeleine led a general presentation and discussion on who the CAC is and what it does. The CAC is a sub-committee of the academic senate that acts on the behalf of the faculty. CAC includes broad representation from various disciplines, classified staff, students, and the Dean of ASLT. The SLO Website includes a link to the CAC's philosophy statement.

The CAC plans and offers workshops and activities to help faculty comply with assessment requirements (as defined in Program Review); ensure that institutional outcomes are systematically discussed and assessed; and communicate results of discipline, service, and institutional assessments to the college community and IIPC.

Semester goals for CAC:

- Put together an assessment handbook
- Compile an assessment report (from Program Review)

General discussion on the focus of CAC and the assessment handbook

- Stephanie: I look forward to developing more focus for the CAC this semester.
- Kevin: Let's get feedback, report out to our Divisions, etc. Let's also consider brevity, and make sure we give some context, why we use the assessment handbook, and why it is useful.
- Madeleine: How should we break up the work of developing an assessment handbook?
 - Break up by months or couple of weeks. Madeleine leads on drafting. Everyone gives feedback.
 - Madeleine: TracDat isn't ideal. Can we use other resources, like SurveyMonkey? (example: English survey of students on skills acquired through the curriculum)
- CAC needs to make sure adjuncts are involved and know why they are doing assessment work.
- We should also make clear how to complete the assessment and report it to CAC.
 - Can we make a workflow to show how the data works, is used, and made decisions?
- Goal: Complete the assessment handbook by October. We should stress the purposefulness of the handbook and create a dialogue around it

Assessment Workshop: Jeremy notified everyone that there was a workshop on assessment during the week of 9/3 – 9/7.

Archived and Recent Workshops: Archived workshops and recent workshops are available online, and Madeleine encouraged everyone to look over it to see recent ideas. There are

Powerpoints, and a few of the powerpoints are on Youtube with Madeleine leading the viewer through the slides.

Updates

- Let's not make the course level review a faculty burden. Do it if you have a question, but not as a routine way. We should push the administration to put a survey routinely into Canvas or WebSmart.
- Stephanie: One issue is that Accreditation might see it as not too meaningful data. It's also important to have multiple ideas of data in that this is meaningless by itself.
- Jeremy: Anticipates accreditation will be open to helping if they don't find our accreditation methods effective

Reviewing Assessment Handbook TOC

- Let's use an FAQ format.
- Let's have a repository of ideas of projects in assessment, things people have done, especially cool things people have done.
- Madeleine will turn this into FAQs and send it out. Show people in your division to see if they have additional questions, concerns, or topics to bring in