

Assessment Committee Meeting

10 Mar 2014

2:15 – 4:00 pm

5-339

Membership: Richard Castillo, **Jane Jackson**, **David Locke**, **Jennifer Mendoza**, Teresa Morris, Mikel Schmidt, **Kevin Sinarle**, **Lakshmikanta Sengupta**, Nick Vasquez, **Lilya Vorobey**, Jing Wu

Agenda

1. Identify a Note-Taker: Lakshmikanta Sengupta

2. Review Agenda and February Meeting Notes:

David received the minute of the February meeting as a pdf and provided copies. Jane Jackson went over the text to make some corrections. It was decided that the members will review the corrected version in the February meeting in next meeting scheduled on April 14, 2014.

3. ACCJC - College Recommendation 3 – Update/Discussion

- Jennifer Taylor-Mendoza, Interim Dean, Academic Support and Learning Technologies, will contact ACCJC to clarify what is to be done in view of the clarification regarding alignment of SLO to ILO.
- For College of San Mateo, the ILO is GE SLO.

A. Course/Degree/Certificate Assessment:

- In last program review, some programs did not upload any report.
- SLO Coordinators from different campuses are meeting
- Assessment reports from each department for the courses and programs must be uploaded in TracDat by the end of Spring 14 semester [May 2014]. One Faculty from each department will take this responsibility.
- TracDat will be taken care of by the clerical staff in the office of Dean, Academic Support and Learning Technologies.
- More training for SLOAC Coordinators will be arranged by SLOAC.

B. Center Assessment

- Centers used variety of survey types including satisfaction survey, unique survey, focus group survey.
- Centers may have a common SLO and depending on the type of activities, each center must have specific SLO

1. GE SLO Assessment Survey to Graduates – Update/Discussion

- David provided copies of the modified survey. The survey will be piloted in April 2014 to get the feedback from the students.
 - Responders will indicate if they have difficulties in understanding the language of the survey.
- Students who are graduating will get the survey online.
- As an incentive, the survey participants will be drawn in iPad shuffle and \$ 5.00 Coffee Shop gift card.
- The SLOAC need to the following information:
 - How many degrees are awarded?
 - How many students responded to the survey?
 - How many students were in the course?

2. Questions, Comments, Concerns – Public Comment

Next Meeting: April 14, 2014.