

College Assessment Committee Meeting Minutes

**Monday, September 25, 2017, 2:00 pm - 3:00 pm
Building 18-206**

Members present: Denaya Dailey (KAD), Madeleine Murphy (LA), Stephanie Roach (ASLT), Kevin Sinarle (Counseling/Student Services). Anniqua Rana (ASLT) was also present.

1. **Approve agenda:** Approved, though the order was changed to accommodate Anniqua Rana, Dean of Academic Support and Learning Technology (ASLT), who will present on the Learning Outcomes self-assessment at the end of the meeting. April 2017 **Meeting Minutes** were also approved, with no changes. There was no meeting in May 2017.
2. **CAC Membership:** New members this year are Stephanie Roach (ASLT), and Michelle Brown (Creative Arts / Social Sciences). Michelle Brown was unable to attend today. Returning faculty committee members include: Denaya Dailey (Kinesiology, Athletics, & Dance), Jane Jackson (CASS), Kevin Sinarle (Counseling/Student Services), and Madeleine Murphy (Language Arts). Tabitha Conaway (Classified Staff) and Anniqua Rana (Administration) also serve on the committee. Other important representation is from the Committee on Instruction. For future membership, we might recommend one representative from each Division rather than two, considering that workload is already an issue for many. Currently we are missing faculty representatives from the Business/Technology and Math/Science Divisions.
3. **Review of CAC accomplishments during 2016/17:** Most minutes are now on the CAC website for review. April minutes will be made available now that they've been approved. Assessment activities from last year include the following:
 - Completed the assessment review and check-in with each department and program that was started in Spring 2016.

- Regarding data gathering for accreditation purposes -- CSM needs to finalize a routine, that allows for disaggregation of data, and easy use of TracDat
- Setting aside time on Flex Days for assessment activities
- Program level assessment
- Institutional level assessment -- Outcome measurement methods include student discussion forums and other qualitative data capturing. The “climate change” pilot forum included multiple campus partners. But, in the end, only two students showed up, so there was not enough data for a useful assessment. CAC can try again in Spring 2018 using more aggressive recruiting, and scheduling it earlier in the term, perhaps on Flex Day so students are available.
- Added a learning outcome to the Institutional level outcomes

4. Updates (Chair):

a. Institutional Learning Outcomes (ILOs) were approved in May, and need to be updated in the website

b. SLO data experiment. Inviting all faculty from the divisions to test out recording an SLO from their class for all students individually. Use quiz questions, rubrics, or other simple measures, then print extra copy of course roster with the g numbers associated, and mark up with the assessment results. Share with ASLT division (Annie Theodos). We want to identify problems and sticking points as well as successes.

c. Assessment and “community of practice”

i.ASLT Division has a person hired for assessment data collection.

ii.We’ll need to come up with a clear policy regarding the timeline for data collection for assessment.

iii.Disaggregation requirement means we need to be collecting data on more than just a few students. Assessment data should be more representative of all the students in a course.

iv.Can be viewed as “a different type of grading” that can happen simultaneously with grading

v. Eventually we would like to go to simultaneous grading and assessment model within the course management system

d. Planning what comes next:

.Activities to take temperature of student performance outside the classroom setting

i. Do the Institutional level outcome forum again in the Spring, aiming to get a number of participants so the data is useful.

5. Discussion:

. A budget would be helpful in promotion of assessment activities across campus

a. Ideas:

.Tie in with food services coupons.

i. Find: Groups, classes, activities where students are already present, and add an assessment activity so that capturing student participants is easier

ii. Pop-up surveys at CSM events should have a party or dinner feel so students are enticed to join in

iii. With classes, have teachers escort students to the event, and/or offer extra credit

iv. Associate assessment with transfer fairs and other activities developed for transfer students, graduation events, or advanced courses that students aren't likely to take until they are near graduation in order to control the student group a bit, so that advanced and graduating students are targeted for ILO assessment.

v. Frame assessment activities in a student centered way that focuses on what they get out of it. How they can enjoy it.

vi. Fit assessment activities into the school schedule (during lunch, other times when students are on campus but not in class)

6. **Learning Outcomes Self-Assessment** / Anniqua Rana -- She needs to capture documentation for campus discussions regarding assessment, so CSM can demonstrate the

work that has happened on campus for accreditation purposes. Currently, she is capturing specific information for the Guided Pathways Project.

. Discussion about how to capture and document assessment conversations, activities, and meetings:

.Agenda/Minutes from CAC;

i.Report back at CAC meetings on other conversations across campus,

ii.Use a shared Google Drive Folder to track conversations, activities, etc. about assessment

a. Scale of Adoption forms for assessment at CSM are needed for Guided Pathways Project

.Where is CSM in implementation of outcomes? Scaling in Progress -- the area we need to improve on is regarding consistency of making data available, and particularly in making data about attainment of learning outcomes available to students.

i.The form is due in 2 weeks. Information on the status of CSM's assessment will need to be shared with Anniqua in advance of that due date.

The meeting ended at 3:04 pm.

Next meeting is scheduled for October 23, 2017, 2:00 pm - 3:00 pm

Minutes prepared by Stephanie Roach