Curriculum Assessment Committee
Meeting 2/25/2019

Present: Kevin Sinarle, Lakshmikanta Sengupta, Robbie Baden, Stephanie Roach, Rachel Cunningham, Andrew Young (student representative), Madeline Murphy, Michelle Brown

- Stephanie moves to approve the agenda, Rachel seconds.
- Rachel will finish the semester as note-taker. New policy: we will rotate note-takers each semester.
- Madeline will be away Spring 2020 – replacement starting Fall 2019?
  - Not the PRIE world
  - Much more about student learning, communities of practice, etc
  - 3 units release tie during Fall 19, unsure for future semesters
- Meeting length
  - Keep the hour, but if need more time, can find another hour/more time
  - Use of planning calendar
  - Checking with Andrew re: student schedule, should be okay
- Program Review Activity
  - Robbie: interesting to read one PR, then think about another
    - Ex: need for jobs & need for people → should communicate!
  - Stephanie: where to put on rubric?
    - Madeline reformatted rubric to help in working with group (two columns)
  - Stephanie: very specific info
  - Kevin: challenge of using lens of “what is the purpose of this?”
    - Faculty need help understanding what equity gap is, how to get data
  - Stephanie: saw blanket statements, w/o info about effectiveness
  - First time for this department
  - LK & Kevin: what about programs with no FT faculty? Adjuncts not part of equity conversations
  - Madeline: equity means different consequences for different programs
  - Opportunity for enrollment collaborations → Learning Communities
  - Make sure all departments have access to numbers re: enrollment, demographics
  - Rachel: explicit info about community outreach in some programs
  - Stephanie: need more of that, plus marketing
- Website Review
  - Sections: Overview, Assessment Institutional Overview, FAQs, ILOs, Program Review, Toolkit, Resources, CAC, Calendar, Contact
  - Links to examples (“Viticulture/Enology”) → Program Review
    - Section more concise now!
  - Toolkit now holds longer text, tables
    - Parts 1 & 2
      - 2: How to assess LOs
• PRIE now has research request process
• Madeline will ask Marketing re: their ability to help with data
  o Section for Instructional vs Student Services
  o Calendar currently empty (Paper draft circulated at meeting)
    ▪ Versions for CAC, simple version for Faculty & Staff
    ▪ Even years: workshop for PR in Aug & Oct
    ▪ Jan follow-up (odd year)
  Key Dates:
    • Aug & Jan: ILO workshops
    • Spring PR planning → assessment & planning
  o Madeline will revise, send her comments
  o Keep to assessment, or include institutional committees?
    ▪ Annual Plan, check due date
  o Disciplines submit their assessment plans
  o Madeline presenting at several division meetings next month
  o Assessment plans must be done
  o Sharepoint site available to all with CSM login
    ▪ CSM College Assessment Plans
    ▪ Every discipline has a subfolder
    ▪ Due in October (some have, some haven’t done it)
    ▪ Not live yet
  o Approve Calendar in March (CAC approval) → GOAL
• Website: collapsible sections are ideal
• Planning ILO Activity
  o Online/email planning
  o March follow-up to August’s Flex rubric
    ▪ No one used in grading
  o Invite faculty to bring student work, collaborate with interdisciplinary group, evaluate on outcomes
• HW: ILO Focus group
  o Promise Scholars & Learning Communities
  o Drafting questions for students
  o Activity will occur in April
  o 2 years ago similar activity with Global Learning
  o Ask students how they feel about their skills vs us evaluating their skills