**RIVERSIDE ASSESSMENT COMMITTEE**  
May 8, 2015 – 10:00-12:00  
DL-409  
MINUTES  
FINAL

**Roll Call**

<table>
<thead>
<tr>
<th>Voting Members</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Sai Bhatia</td>
<td>Paul O’Connell</td>
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<tr>
<td>Star Romero</td>
<td>Rhonda Taube</td>
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<tr>
<td>Kelly Brautigam</td>
<td>Laura Greathouse</td>
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<tr>
<td>Debbie Cazares</td>
<td>Jarrod Williamson</td>
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<tr>
<td>Denise Kruzenga-Muro</td>
<td>Marsha Brown</td>
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<tr>
<td>Steve Brewster</td>
<td>Kathy Brooks</td>
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<tr>
<td>Marc Sanchez</td>
<td>Sofia Carreras</td>
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<tr>
<td>Sharon Alexander</td>
<td>William Phelps</td>
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<td>Gwen Yount</td>
<td>Jim Elton</td>
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<thead>
<tr>
<th>Members-At-Large</th>
<th>(Non-Voting)</th>
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<tr>
<td>Present</td>
<td>Absent</td>
</tr>
<tr>
<td>Wendy McEwen</td>
<td>Susan Mills</td>
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<tr>
<td>Hayley Ashby</td>
<td>Richard Mahon</td>
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<td>Myung Koh</td>
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| Guests            |                |

**Call to order:** The meeting convened at 10:08 a.m.

**I. Approval of the Agenda:** 
No approval due to quorum.

**II. Approval of the Minutes April 10, 2015 Meeting:** 
No approval due to quorum.

Corrections to be addressed on item number 5 and page 3, all corrections will be revised.

**III. CCSSE-** The survey has been completed. Seven faculty did not respond to the survey request. The sections were all randomly chosen for day and night classes. Texas was very adamant about what sections they selected.
Wendy really appreciates all the faculty and students participation. By the end of July or beginning of August Wendy will be receiving the results and distribute reports.

Star would like a CCSSE fall FLEX Day presentation on CCSSE.

**IV. TracDat**

**A. Updates on Programs/Accounts**

Thank you to Marc Sanchez for his assistance on the program updates and accounts. Marc worked on the disciplines and linked the accounts to program learning outcomes. The department chairs should see most of the programs touched by courses. There is still more work to be done and linked; however this part had to be done first.

TracDat helps RCC establish SLO assessment schedules as requested by ACCJC. The CTE mapping has been done on the courses and areas. Notify Hayley on newly hired faculty so that they can be added to the TracDat system.

CIS mapping is done and what is the next step? Hayley explained that you can now go directly into TracDat and change it with the information available you can use that as a guide.

Star suggested that the IDS’s email Hayley the new hires per each semester. The department chairs and IDS’s have an accurate list of faculty. Hayley explained that you can add a user and enter the new person but only an email account will be used as a temporary measure. Notify Hayley so that she can add a full account for the new faculty.

**B. Webinars/Training**

Wendy and Denise had 4 people attend the last training session. Fridays are difficult for individual training. Hayley is willing to schedule a session for whole departments just notify her.

World Languages Department has continued using TracDat. The Russian alphabet is not in TracDat; Wendy will bring this up at the conference she is attending in June. Arabic, Japanese, and Russian will be a problem for purchase permission on the software which is expensive, it is a challenge but it will be addressed.

**C. ActionPoint and TracDat 5**

A conference call was conducted with Nuventive staff and discussions were on ActionPoint that will allow the data that you pull up on the screen compatible and very similar from what Moreno Valley uses with their Program Review. The goal is to implement ActionPoint by the end of October 2015.

The Program Review Workgroup committee will meet on May 12th; all changes will be up for discussion available for the upcoming Strategic Planning Retreat.
The template will be sent to the Nuventive staff to make sure it will work with TracDat. The goal is to have everything entered in TracDat by the end of the fall. The fall semester will be spent a lot of time on training and TracDat to be up and running.

V. Assessment Results Input
Assessment results are being entered. TracDat does not include Unit Plan goals. A discussion will be presented at the next Program Review meeting what to do bridge old/new process. A message might have to come from your own departments to send out results. Everyone can do 1 year of reporting and your reporting will be dictated by your assessment. This is a transition to keep in mind and move forward. Everyone was encouraged to have your assessment results in by October before the Accreditation Team arrives. This is important; the team might want to review TracDat, schedules, and the results that are entered in the system.

For any additional help over the summer email Wendy. Star suggested that an announcement should be sent if anyone is here during the summer for additional training in TracDat they should receive credit or flex credit while learning. Wendy is in favor of this suggestion and would advocate this request.

VI. Assessment Plan
Wendy and Hayley are working on an update to this document. A draft will be presented to the Committee in the fall.

By fall the updated Assessment website will be ready for review, Dr. Koh has drafted the website developments for the draft documents, Strategic Plan documents, and Tech plans.

Who will the Accreditation Team will be meeting with during the visit? Hayley has no information on this yet.

The next RAC meeting will be in September.

VII. Objectives/SLOs on CORs Recommendation
There was a lot of discussion at the last curriculum meeting regarding separating SLO’s and objectives.

- Limit our SLOs
- List of Objectives
- CORs Descriptors/objective language
- CIS area topics/objectives
- Stream line SLOs

Richard Mahon had suggested a joint Task Force be formed with members from the Curriculum and RAC committees. Email Wendy if you are interested in volunteering, further discussions on the GE and SLOs.
VIII. Other
New Assessment representatives will begin next fall. Hayley has the version on the odd/even years and will send out again to everyone who is to continue to be on RAC. Star was voted at her last department meeting to stay on RAC. Hayley has the master list and will be emailing everyone.

It was discussed that the CTE faculty could not join due to the 10:00 am start time of the meeting. Everyone was asked to consider moving the RAC meetings at 12:00 noon until 2:00pm on the 2nd Fridays of the month. This is something to re-evaluate at the next meeting so that the time can work for everyone’s schedule.

Hayley will send out an email for the upcoming TracDat trainings that will be offered in May.

All staff and faculty are invited to attend the upcoming Strategic Planning Retreat on May 22, 2015. A few topics will be on the framework and some type of substantial feedback on Program Review.

Currently the RAC members and IE-LC members will be remaining the same for now as recommended from Senate. Wendy, Hayley, and Marc are also co-chairs in IE-LC.

Adjourn 11:13 am

Minutes submitted by Mary Renteria and reviewed by Wendy McEwen