

RIVERSIDE ASSESSMENT COMMITTEE MINUTES
November 1, 2019
12:00-2:00 PM, DL 409

Members			
	Sharon Alexander		Melissa Matuszak
X	Hayley Ashby	X	Wendy McEwen
	Kelly Brautigam	X	Scott McLeod
X	Steve Brewster	X	Mike Medina
	Kathryn Brooks	X	Joshua Orlando
X	Deborah Brown		William Phelps
X	Debbie Cazares		Paul Richardson
	Rita Chenowith		Nick Robinson
	Shelly Dawson	X	RoseMarie Sarkis
	Jim Elton	X	Rochelle Smith
	Jasminka Knecht	X	Rana Tayyar
X	Denise Kruizenga-Muro	X	Jude Whitton
	Kevin Maroufkhani		
Guests/Liaisons/Admins			
X	Mona Jazayeri	X	Anne Pattison
X	Bryn Glover (recorder)	X	Joseph Muganza
X	Cecilia Lusk		

- I. Approval of the Agenda (m/s/c Brewster/Cazares)
- II. Approval of the Minutes (October 2019) (m/s/c Brewster/McEwen) add Mona Jazayeri to attendees – 2 abstentions
- III. Amendment of the September 2019 minutes (m/s/c Whitton, Brewster) amendment: Section V. New Business - “each department chair” should be changed to “each discipline” is responsible for assessing PLOs twice during the 5 year cycle.... (m/s/c McLeod/Brewster)
- IV. Reports
 - EPOC
 - Working on Strategic Planning Committee structure and Leadership Council Reporting alignment. Student Equity should be tied into all leadership councils. EPOC is requesting that a member of the Student Equity Committee sit on every Leadership Council.
 - Reviewing RCCD goals from the strategic plan, and how we align the college goals with theirs.
 - Mission, Vision, Values statement has been revised and will go to the next Academic Senate meeting for feedback.

- GEM-Q – Mission, Vision Value statement was the focus; the Strategic Planning Committee structure and RCC’s style guide were reviewed.
- Program Review – The new program review templates are live in Nuventive. The committee approved ‘work instructions’, a step by step guide, which is posted on the webpage.
 - Department chairs now have access to Power BI (web-based data analysis visualization tool) and can access it through Office 365. This tool will be used to develop dashboards for equity data.
 - We are planning to develop a data coaching team to help the college better understand data and inform conversations. RCC is using Santa Monica College’s model and will work with the Metrics and Measures committee to develop training.
 - Teach in/Drop in sessions scheduled for January to help with the new comprehensive PRaP process. The department and discipline deadline for program review is March 31, 2020.
- Accreditation – Hayley Ashby is finalizing the ISER draft now, it has gone through one major edit and was reviewed at the District Strategic Planning Council meeting in October. The final version is due to ACCJC in January 2020.
 - During the District Strategic Planning meeting, Dr. Isaac made comments referring to Standard IB – Academic Quality, and IIA Instructional Programs, SLO assessment results. He suggested that because the completion rate is close to 80%, there should be an improvement plan in place to work toward 100%.
 - Hayley Ashby presented a handout “RCC ISER IMPROVEMENT PLANS – LEARNING OUTCOMES ASSESSMENT”.
 - Motion to discuss Improvement Plan (m/s/c Brewster/Whitton)
 1. Recommendations: reverse expected outcomes so ‘broad conversations’ becomes priority, and ‘increased percentages’ is 2nd. In the improvement needed section change ‘increase substantive and strategic conversations...’ to ‘broad conversations at all levels’.
 - Motion to approve plan with revisions (m/s/c Brewster/Cazares)
- Co-curricular Assessment
 - Cal Works- Anne Pattison – The program currently serves 215 students. Students are encouraged to schedule a mid-semester counseling appointment and are offered a gas card if they come in. Priority registration begins November 4, 2019, walk in counseling is offered throughout the week.
 - TRIO- Cecilia Lusk – They are rolling out a wellness program with webinars, stress management, anxiety, behavior change, benefits of meditation, individual coaching for students- all online.
 - What can incentivize students to visit office hours? Gas cards, food vouchers? Joseph Muganza suggested that faculty and student engagement affects whether or not a student will attend office hours.

V. Old Business

- PLO Assessment 2018-2019 check in – Political Science was not completed and will roll over to next year.
 - Denise Kruizenga-Muro is going to the History department meeting to be available for help in Nuventive, answer questions, etc.
 - Jude Whitton and Denise Kruizenga-Muro emailed all areas that need to have ADTs assessed and sent the program review checklist.
 - 2018-2019 Program Level assessment results are not entered into Nuventive. For accreditation we need a list of completed PLO assessment ASAP. Please send list of programs which were assessed in 2018-2019 to Wendy McEwen. The results can be entered over the winter, but we need a list right away for Accreditation!

VI. New Business

- Fall SLO Assessment completion date is February 15, 2020, please share with department chairs in your areas.
- Wendy will switch over the flags on the Nuventive home page to the 2019-2020 cycle.
- PLO 2019-2020 reminders – ADTs will be assessed next academic year: Music (ADT and Degree), English, Nursing, Accounting, Banking and Finance, General Business, Human Resources, Insurance, Management, Marketing, Real Estate, CAT Exec Office Management, CIS Comp Applications, Auto, ADM.
- GE #3 plan of action—Collecting artifacts – Comm, Math, and Business have been asked for artifacts by November 15, 2019. LHSS, and Fine & Performing Arts should be included.
- Mapping and COR changes – Wendy demonstrated where in Nuventive to map SLO, and PLO outcomes. Please make sure they are mapped in your program review so they are reported correctly.
- Future Assessment Survey? University of Hawaii conducted a survey of the perception of faculty members regarding assessment. The survey included things like what do they know, how is the info used, how are departments using information? Denise Kruizenga-Muro and Jude Whitton will share the survey at a future meeting, the committee can revise questions to suit RCC. Jude will reach out to author of survey and ask what they learned, what they would change, etc.

VII. Other

December meeting is potluck.