

**RIVERSIDE ASSESSMENT COMMITTEE MEETING MINUTES**

May 1, 2020

12:00-2:00 PM, via Zoom

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

- I. Approval of the Agenda (m/s/c Brewster/Smith) approved, no abstentions
  
- II. Approval of the Minutes (March 2020) (m/s/c Brewster/Cazares) approved, no abstentions
  
- III. Reports
  - EPOC – Strategic Plan 2020-2025 was approved, and moved forward to the District Strategic Planning committee. It is posted online.
  - GEM-Q – Reviewed the Strategic Plan 2020-2025. The College’s assessment process was discussed including whether or not GEMQ should/has the power to enforce the completion of program assessments. They discussed strategic and operational responsibilities, committee structure and alignment with the college goals.
  - Program Review – Discussed GEMQ’s role, and the progress of specific program reviews

- Accreditation – An assessment survey looking at the process and how things went will be coming soon. It will be sent to all committees, leadership councils, and ASRCC.
- Co-curricular Assessment –
  - Cal Works called all of their students when the college closure went in to effect. They communicate regularly with students to give them updates, and are still doing counseling by zoom and phone.

Cal Works students have children, this adds a new challenge to scheduling study time, tests, etc. They are hearing from students that faculty has been relatively flexible with the new pressures of at home learning.

They have distributed gas cards to Cal Works students twice, they issued 152 cards.

Cal Works has also worked to make sure their students have laptops, and if not they have issued them through the college.

#### IV. Old Business

- PLO Assessment 2019-2020 reminders: History, Philosophy, Physics, Sociology, Anthropology, Art History, Geography, Nursing, Political Science. We will extend the deadlines for these assessments until Fall 2020.
- Faculty survey questions to review/discussion on sending out survey – Jude Whitton and Denise Kruizenga-Muro suggested delaying the survey until Fall 2020.
  - (m/s/c McEwen/Brewster) motion carried
- GE SLO #4 - move until Fall 2020 also due to current constraints
  - (m/s/c Smith/McLeod) motion carried

#### V. New Business

- Service Area Outcome Guide & Reporting – We have learned that most co-curricular groups do their assessment annually as part of their program review cycle.

Cal Works uses their initiatives as SAO's and assesses them each year as part of their program review. If we are continuing to embed SAO's in program review, we need to find a way to extract that information. For SLO's and PLO's, reports provide a way to do this because the information on assessment is entered separately. Because SAO assessment is part of the program review narrative, reporting on just the on-going assessment is more difficult. As a recommendation, the college could use a MS Form to collect and report on SAO assessment efforts.

A Microsoft Form survey has been developed to ask each unit about their SAO assessment. This form will allow the Office of Institutional Effectiveness to collect the results of assessment and report on the activities. At the time of our next Accreditation review we will have a catalog of results that we can share. This will also help us do a better job of sharing best practices. We would add this information back in to Nuventive.

To help units revise / develop SAO's, Dean McEwen has created an SAO guide it asks: Do we do this? How well do we do it? How do we know? The document is meant to supplement what people are already doing, and provide some background and guidelines for those who want to work on or rewrite their SAO's.

After review the SAO MS Form report, a short discussion occurred about PLO assessment results. There are hardly any PLO level assessment results in Nuventive, outside of Nursing and Business. What does the Committee think about using a similar MS Form to collect and report on PLO assessment? This form could be used to facilitate reporting, the results entered into Nuventive in a brief way, and the form with the more complete information linked / referenced in Nuventive.

Wendy will send the link to the Microsoft Form. She suggested sending out the Microsoft Form survey as a pilot in Fall 2020 PLO assessment for the disciplines that are already scheduled for Fall.

- Approve the Outcome Assessment Guide and Reporting Form (m/s/c Whitton/Brewster) approved, no abstentions
- Committee Charge – The Assessment Committee's charge was discussed at the recent GEMQ meeting. A question was raised about GEMQ's role in enforcing completion of SLO Assessment. There is no real consequence for not completing assessments. What role does the Assessment Committee play in this, and what role does GEMQ play?

It was suggested that the committee develop a charge to define their role in this, then take it back to GEMQ.

Denise Kruienga-Muro and Jude Whitton will work on drafting a charge with Wendy McEwen's help.

Wendy will create a report to track what is being completed, what is scheduled, and what should be scheduled. The new Nuventive platform will

help keep track of this, particularly to focus on ensuring that all SLO's are included in a five-year assessment cycle.

VI. Other

Committee is encouraged to look at SLO assessment within their departments in terms of 'How have we aided students in this digital environment to meet this SLO?'

Departments can survey faculty or students to try to capture that information for spring 2020 in an effort to gain some perspective of the outcomes of moving everything on line.

Minutes submitted by B.Glover