

RIVERSIDE ASSESSMENT COMMITTEE DRAFT MINUTES

April 19, 2019

12:00-2:00 PM, DL 409

Present: Denise Kruiuzenga-Muro, Jude Whitton, Wendy McEwen, Rana Tayyar, Rebecca Kessler, Mike Medina, Kevin Maroufkhani, Jarrod Williamson, Jim Elton, Scott McLeod, Steve Brewster, Jennifer Muganza, Jacqueline Lesch, Jasminka Knecht, Kelly Brautigam, Sharon Alexander, Diane DeCastro, Inez Moore

Absent: Leslie Brown, Melissa Matuszak, Nick Robinson, Kathy Brooks, Sofia Carreras, William Phelps, David Lee, Anne Pattison

Guests: Joshua Orlando, Hayley Ashby

- I. Approval of the Agenda (m/s/c Jim Elton, Scott McLeod) add AVID to new business
- II. Approval of the March 2019 Minutes (m/s/c Jim Elton/Steve Brewster) 5 abstentions
- III. Reports
 - EPOC –Professional development plans, strategic planning report card, ACCJC annual report, and tech plan were reviewed. Discussed including a faculty development coordinator, faculty equity chair, and an assessment committee representative in the meetings for the next academic year.
 - EPOC held a special meeting to review Accreditation Standard II; IIB and IIC were reviewed but IIA was not completed. Next month Standard III and IV will be reviewed.
 - GEMQ- Accreditation Standards were reviewed, and moved to compliance. In the fall there will be an assessment of the strategic planning structure. This will be a good opportunity to look for areas of improvement in communication, and to get the right people in the room.
 - Program Review – We are in the process of a revision to the Program Review Planning process, we have a conceptual draft that focuses on Pillar 4 of the Strategic Plan, ensuring learning and student equity. The draft has been sent to GEMQ for review. The committee’s intent is to work with department chairs to provide training and advocacy for PRaP.

In Fall 2019, Kevin Mayse will lead a training session for the new process; followed by a retreat in April 2020 that will include a cross functional review.

The Library department is planning a retreat before the end of the school year and would like to include a PRaP committee member to present.

- Accreditation – We are moving through the Standards, refining evidence and analysis, and adding content. Currently the draft exceeds the page limit suggested by ACCJC, the editors are working on streamlining the information in the document.
- Co-curricular Assessment – Inez Moore, Academic Support
 - A survey was conducted to gauge faculty satisfaction with Academic Support. They realized that faculty were unsure about academic support and what resources are available to them and their students. The results were shared at the FLEX day at the beginning of the Fall 2018 semester.
 - Academic Support open houses were set up as a result of the survey showcasing what resources are available and how to access them. Tours and open house events will continue to be scheduled going forward.
 - Recruiting more tutors was also a result of the survey, especially in higher level math classes. Previously faculty would recommend a student to become a tutor, but now we allow students to apply for these positions. The department hosted a Job Fair that generated 158 student applicants. These applicants will fill positions as tutors, supplemental instructors, peer mentors, study group leaders and student clerks. They will be trained over the summer, and will be ready to start working in Fall 2019.

IV. Old Business

- GE Assessment
 - GE #1 – Reporting out of President’s Leadership Team (PLT) meeting – Wendy McEwen and Denise Kruiuzenga-Muro attended the PLT meeting and presented on GE assessment. Wendy provided data and narrative; Denise talked about the discussions and critical thinking that are coming from the committee meetings. PLT is excited about the work being done, and interested in attending the May Assessment Committee meeting.
 - GE #2 – Collection of Artifacts from Lib 1, Comm 1, Math 1A, CIS 1A, and AMY (Please bring artifacts or send digital copies to Jude Whitton or Denise Kruiuzenga-Muro)

Artifacts are due by April 26, 2019. Wendy McEwen will follow up with remaining departments (Anatomy, Math, Psychology, Chemistry 1A, 1B)

 - Jackie Lesch spoke about her dissertation regarding information literacy and its impact on courses where faculty bring their classes to the library for an orientation. The librarian then has ‘one shot’ to connect with a student to give them an overview and teach them how to use technology in the library to find information. Jackie has found that 70% of the ‘one shots’ she has mapped are for an English class, and 70% of those are for English 1A specifically. How are instruction and learning impacted by the ‘one shot’?
 - Revision of rubric language – Introduced/Developed/Mastered is the language in the assessment. To eliminate the question of a student ‘mastering’

the material, the language 'Does not Meet/Approaches/ Meets/Exceeds' could be used in Rubric 3.0 which will be reviewed in the May meeting. Committee is in favor of this change, but it will not align with the language used in PLO mapping in Nuventive.

- PLO Assessment Update –
 - Denise Kruizenga-Muro and Jude Whitton have reached out to areas that are due for assessment. Theater, Nursing and Communication Studies are complete; Early Childhood Development, Spanish and Psychology are in process; Political Science is aware that theirs is due.

These assessments should be completed by May 20, 2019 so that they can be included as evidence for Accreditation.

- Assessment Guide revisions
 - Please look at pages 10-11 in particular and come prepared to share ideas.
 - Revisions were discussed, but it was concluded that pages 10-11, Areas in Need of Improvement, should be removed from the document because it will be used as an instructional guide to the Assessment process. The content of pages 10-11 will go in to a new document or be added to the annual report as short term and long term goals.
 - Approve Assessment Guide without pages 10, 11 (m/s/c Jim Elton, Steve Brewster)

V. New Business

- Assessment Discussion – Open Session – Assessment Guide revisions were discussed above.
- May meeting will be a potluck and GE artifact assessment will be conducted. Please invite your curriculum rep to come with you.

VI. Other

- Scott McLeod talked briefly about the ASBSP Accreditation in the Business Department, and their requirement to assess every course. They are required to aggregate results and show trends as part of their results. Scott was interested in how other disciplines perform assessment, and what they would recommend in this case. Nursing and Cosmetology are assessed regularly and the outcome helps dictate the curriculum. The suggestion was made to emulate the testing methods in these two disciplines.
- AVID – not discussed due to time constraint.