

**RIVERSIDE ASSESSMENT COMMITTEE
MEETING NOTES
March 5, 2021
12:00-2:00 PM, via Zoom**

Members			
X	Sharon Alexander	X	Kevin Maroufkhani
X	Kelly Brautigam	X	Wendy McEwen
	Kathryn Brooks	X	Scott McLeod
	Deborah Brown	X	Mike Medina
X	Debbie Cazares	X	Joseph Muganza (ASRCC)
X	Rita Chenoweth	X	Joshua Orlando
X	Pamela Crampton	X	Anne Pattison
X	Jim Elton	X	Paul Richardson
X	Mona Jazayeri		Nicholas Robinson
X	Katie Johnson	X	Daniel Slota
X	Jasminka Knecht	X	Rochelle Smith
X	Denise Kruizenga-Muro	X	Takashi Suzuki
X	David Lee	X	Rana Tayyar
X	Cecilia Lusk	X	Jude Whitton
Guests/Liaisons/Admins			
X	Bryn Glover (recorder)		

- I. Approval of the Agenda m/s/c Wendy Mc Ewen / Jude Whitton - approved
- II. Approval of the Minutes (December 2020) m/s/c - Jude Whitton / Wendy Mc Ewen – approved, 3 abstentions
- III. Reports
 - EPOC – Focus has been on Strategic Planning, the annual report card was updated by the Office of Institutional Effectiveness to inform Strategic Planning. The revised document is circulating and feedback has been requested. Other topics discussed included the Guided Pathways plan draft in the final review stage; the Program Review process is underway, the deadline to submit plans is March 31, 2021.
 - GEM-Q – Discussed the Strategic Planning handbook and report card, reviewed the Leadership Council webpages for updates needed, and talked about assessing the prioritization process.

- Program Review – the committee is working on revising their charge. Operationally, there has been a lot of overlap with the role GEMQ is taking and the committee is working on redefining their role using the Riverside Assessment Committee’s role and charge as a model.
- Accreditation – no update
- Co-curricular Assessment –
Cal Works – the program’s spring numbers are low, with 95 students currently, compared to 170 last year. Several students returned this term after not attending in fall, many plan to return when classes resume on campus. Cal Works partnered with EOPS, CARES, and Guardian Scholars to give out backpacks, supplies, Panera boxed lunches, and \$50 in gift cards from Uber Eats. For students who could not attend they will mail supplies, and arrange gift card pick up through the cashier’s office.

TRIO – They have been working on scheduling check-in appointments with students in their program, using a text book loan as incentive. In the appointment they update Ed plans, answer questions about classes and what to register for, share new resources available, and remind them about various services that TRIO offers. The Classic and Disability program numbers are being met, but they still have room in Veterans program. A lot of students aren’t comfortable with online learning, but numbers are expected to increase when we return to face to face classes.

ASRCC – Joseph Muganza – they have been trying to increase participation in surveys to get more feedback from students. They have been using Instagram to announce the survey but haven’t been very successful yet, they will continue to try to reach more students.

Students have responded to the survey that they are trying to improve communication with their professors and get specific information on their performance and grades. They feel like there has been an improvement overall in communication, and professors are trying to be more available to students.

Communication Studies faculty send an email to students about what to expect in the online format class and online office hours. They encourage students to take advantage of one on one time with the instructor so they can help. Student seem to be more comfortable in the future to reach out.

STEM faculty share a letter with students that says what they expect from students, and what student can expect from the instructor, but would like to see the message come from the college rather than a specific department.

Jude Whitton suggested creating videos featuring students sharing their success stories.

Wendy McEwen added that the engagement centers can help with this messaging and manage the distribution of the video.

IV. Ongoing Business

- Equity and Assessment Discussion: Reading Corner - *Culturally Responsive Teaching: 4 Misconceptions Podcast and Article*. A link to the document was emailed to committee members on February 25, 2021.

Question for discussion - How do you define culturally responsive teaching? Members were asked to jot down their thoughts for 2 minutes and then put into breakout rooms in groups of 4 to discuss.

- Have an article for our reading corner? Please send submissions to Jude and Denise.

The committee co-chairs will look into setting up a Microsoft Teams site, or a google doc to share resources.

V. New Business

- Review of GE SLO #4 Assessment Findings Report – The report from the fall GE SLO review was shared.

Wendy McEwen suggested using this as a model to do a program level assessment in committee members' own areas. She asks committee to share the report at their next department meeting.

During the review adding the GE SLO and PLO on syllabus/assignments came up consistently in each break out group. This addition might help students understand learning objectives and help them demonstrate their learning when writing the assignment; and make it easier for faculty when it is time to assess the course.

Motion requested to approve the report document: m/s/c Wendy McEwen/ Denise Kruizenga-Muro – approved

- Review of GE SLO Findings Report – Denise Kruizenga-Muro, Jude Whitton and Wendy McEwen are going on to attend PLT, Academic Senate, and Curriculum committee to share the Assessment Finding report and the work the committee is doing. They also plan to do a FLEX training around equitable assessment in the future.

They will also be visiting DLC and department meetings to talk about improving program level assessments. As a committee, we assess a GE SLO

during 2 hour meeting, the template the committee uses could be easily implemented in individual departments.

- Fall Assessment Reminder – 4/15/2021 Deadline

VI. Old Business

- Assessment Survey – the survey was emailed to faculty and part-time faculty on February 26th, a reminder will be sent once a week for the next 3 weeks. The survey was designed to give us direction on what is needed to help faculty/departments complete assessment, and suggestions for faculty development as related to assessment. Committee members are asked to encourage their fellow faculty to complete the survey.
- PLO Assessment Reminders
 - 2019-2020
 - ADT: History, Philosophy, Physics, Sociology, Anthropology, Art History, Geography, Political Science – were pushed these back in spring 2020.
 - 2020-2021- remind your departments that the deadlines are at the end of academic year. Collect artifacts now for review over summer and assess at the first fall meeting.
 - ADT: Music, English,
 - Degree: Music, Nursing
 - Cert: Accounting, Banking & Finance, General Business, Human Resources, Insurance, Management, Marketing, Real Estate, Retail Management, CAT Exec Office Mgmt., CIS Comp Applications, CIS Info Security, Auto, ADM

VII. Other

Meeting adjourned 1:45pm m/s/c Wendy McEwen / Denise Kruiuzenga-Muro