Minutes - Assessment Committee
March 9, 2005

Present: Diane Caulfield, Doug Madden, Cynthia Smith, Bert Shimabukuro, Linda Soma, Jonathan Wong, Bernadette Howard, Susanne Carvalho, Jerry Saviano, Jim Poole  Not able to attend: Jan Lubin, Sandy Matsui

Meeting started at 1:00; meeting ended at 2:00

SURVEY

The committee reviewed and revised the draft of the faculty/staff survey. The plan is to have the final version done right after spring break, conduct the survey in April, and be finished by the middle of April so that at least preliminary information will be available before the semester ends. Those that plan on working on accreditation using this information will have the option of working over the summer, or have it available as soon as the semester starts. Many of the questions are the same as in the 2000 faculty/staff survey, and some go back to the 1999 survey so will be able to do some comparative analysis.

UPDATES

Diane: She reported that AMT and ABRP have completed their course slos. And as follow up to the Excellence in Education day activities, Diane reported that a number of programs had completed or moved substantially along in identification of program slos, so real progress is being made. She also reported that faculty in Tech I and Tech II have been told that if they want more one-on-one time learning about the Ruth Steihl model, she and Jerry were available to do this kind of follow up.

Others on the committee shared what had taken place during, and after, the Excellence in Education sessions. The question was raised - now what? What should programs do with the mapping they are creating or have completed?

Doug shared what AEC had produced, a diagram chart mapping the program mission, slos, and curriculum in a visual presentation. It indicates entry requirements - flow of courses and their connection to specific program slos, including general education courses. It is accompanied by a narrative of this curriculum mapping; the narrative includes discussion of assessment and achievement criteria. It is an impressive model that other programs might want to emulate.

The group discussed that it might be best to have programs share their program mapping for their current students, potential students, and other constituencies through publication of program curriculum maps - through physical display (as some programs are planning on doing), having them in paper copy, and/or posting on the intranet. Doug offered to translate the program curriculum maps that programs produce into digital form (as AEC has done.) This would help in the publicizing and establishing
consistency. The committee thanked him for begin willing to do this.

Jerry: He reported that UC met on March 4 and is proceeding in the creation of program slos for the A.A. degree As an important first step, the program has created a draft mission statement that is currently being reviewed and revised.

Doug: He shared that CPC and the ad hoc committee he chaired had created a review board for distance education classes (per WASC-ACCJC instructions that distance courses must be separately reviewed.) The structure of the committee was approved by CPC and the first committee members appointed. This committee is chaired by Sherrie Rupert. They have identified the first batch of existing distance courses to undergo review this spring and have established the criteria. The review proposal form is available and will be put into use over the next few weeks. Doug outlined the members of this committee. One question was raised about the identification of a committee member as one with “instructional design expertise” - not clear who that would be and implication that others do not have that understanding is problematic. The group suggested a broader term be used and thus more people might be able to fulfill this role.

FOLLOW-UP ACTIONS

* Finish up and disseminate the survey
* Share Doug’s offer of mapping curriculum mapping for programs