Assessment Committee
9/13/2013 Meeting Minutes

Call to order 11:00 AM

Patrick Patterson was elected chair by acclamation. Recorder will rotate to a different member of the committee each meeting. For the October meeting, Marcia Roberts-Deutsch will act as recorder.

1. Old Business
- The committee recognized that the Hawaiian Programs chair is already a member, so there is no need to add a member of that faculty to the committee.
- Report on Assessment Committee activities for AY2012-2013 (Pat Patterson)
  - Review of Assessment Committee activities, including the reading of Program Review Reports in search of evidence of continuous improvement.
  - Reminder that the 2012-2013 committee tabled the creation of the Institutional Effectiveness and Assessment Handbook in order to complete reading of Program Reviews. The committee agreed that the handbook should be a priority this year. Pat agreed to write a complete draft for committee review in October.
  - Please review assessment activities happening on campus now
    - Read the response to recommendations
    - summaries from instructional deans in reference to SLOs
    - Non-instructional slos & assessment
    - Marcia Roberts-Deutsch shared her project for creating a comprehensive Assessment Planning calendar.
    - Thanks to the work of Cynthia Smith and Ross Egloria, distance education instructors are creating lots of good narratives. We are just putting them up on the Intranet. Sustainability of this .pdf report system is a question. Pdf reports are hard to query, not standardized, quantification of the data is not standardized. So comparisons across divisions, UC, or three instruction Divisions would be very hard. We need to look to a database where we can deposit this material. Taskstream did not work. Has to be something that the faculty can learn to use. They will be the input point. One person is unsustainable for input.
  - The committee discussed the creating of an assessment management system. Mike Meyer says that Sharepoint could be tailored into an assessment management system. We need a system that we can create with resources that we already have. This system must also be accessible to multiple users. The committee agreed on the need for a
website as a gateway for all of this data. This is the responsibility of the Assessment Committee.

The committee agreed on some specific action steps:

- We will work to pin down a date when Sharepoint will be available.
- Dean Wayne Sunahara will help Pat with the IEAH.
- The committee will review goals set by Assessment Committee in 2012-13.
- We will review and evaluate the location of minutes and reports on Annual Review & Program Review with an eye to providing a single gateway that, while not exclusive, gives visitors to the Assessment Committee website access to all data on these subjects.

2. New Business
- The committee discussed the possibility of merging the Assessment Committee and the Accreditation Oversight Committees. The consensus was that a new Institutional Effectiveness Committee with Assessment and Accreditation Oversight subcommittees would be the best structure, although the nomenclature would change along with membership and mission statements. At any rate, it was emphasized, this is not even a proposal yet, and must be considered carefully in light of the college’s needs and Institutional Effectiveness.
  - Some objections to the idea were also raised.
  - Will a terminology change to “Institutional Effectiveness” confuse the Assessment issue for most of the campus?
  - The committee agreed that a joint AOC/AC meeting in the future might be a good idea.

- Other new business
- The committee asked Wayne about the issue of need for a full-time Assessment Coordinator. Erika and Wayne are still talking about how to create sucha position, as there is no position in existence at this point. So still strategizing a way to get someone to take the lead on this campus.
  - Marcia noted that the committee was established at a time when there was an Assessment Coordinator.
  - The committee decided to postpone any changes in the charter until this and the committee structure issue are resolved.
  - Members of the committee concluded with the statement that any Assessment Coordinator has to be someone who understands statistics & can use assessment management software. We will await the results of these discussions.

FSEC Chair Sterling Foster noted that the FSEC Representative to
Assessment Committee is Jessica Kaniho - Pat agreed to email her with agendas and meeting information.

3. 12:00 PM - adjourned