Minutes

Assessment Committee Regular
Meeting

February 19th, 2020
11:00am, Google Meet

Present: Rachael Lucero, Larry Fields, Tycie Jackson, Germaine Sandoval, Chantel Rivera, Sharon Martinez, and Elaine Montano (Liaison)

I.   Establishment of Quorum
        Quorum established

II.   Call of Meeting to Order
        Meeting came to order at 11:02 a.m.

III.   Approval of Agenda
        Agenda was approved by Larry and seconded by Tycie. Motion carried unanimously

IV.   Approval of Minutes
        12-18-2020 Regular Meeting
        Tycie motion to approve minutes from December 18th 2020. A Second by Larry.   Motion carried unanimously.

V.   Informational/Discussion Items
        A. RoadMap
            The Discussion of MOU was tabled indefinitely.   Maxine Hughes suggested the MOUs should not be with the Assessment Committee. Rachael presented and explained The CLOA\ Course Learning Form. The intent is to get the forms to be user friendly and easy to calculate and populate. Sharon Martinez will participate in revisiting the form and relate feedback to committee. When data is compiled the CLOA forms are submitted to the director. There is an issue when a faculty name is seen and stimulation of unnecessary negative towards a certain faculty. Maxine Hughes suggested removing personal data.   Rachael explained the difference of forms   The Course Learning Outcome report Form is the ABC traditional form. The Course Learning Outcome Report Form (Semester) is the "S" "U" form.   Once data is compiled, Sharon Martinez will view and communicate any changes to individual departments. A draft of the Course Learning Data compilation form was presented to

the committee. It was explained that the director will receive the actual ABC original form and of some of the data will come to the committee per HLC guidance. Maxine and Rachael agreed to eliminate personal information related to faculty. It is important to keep department course number, and section number. The CLOA form was edited to make it more user friendly. The committee and Sharon recommended to keep the following categories: course number, section numbers, and withdraws and extract personal data.

Deliver information required instead of the whole picture. The Committee agreed on The Course Learning Outcomes Report Forms. Rachael asked the committee if the failure non success rate should be greater than 70% success rate or failure rate 30% or above. It was modified to indicate success rate be kept at less than 70%.

B. Discussion of MOU are no longer part of Assessment Committee it will remain with Registrars

C. Discussion of Director evaluation

Data collected for the Director Evaluation will be through Assessment Committee. The Assessment Committee agreed data should be directed to HR department. Sharon stated that the committee does not need the information-- it would be a conflict of interest. The Assessment Committee agreed with the privacy in the form. The final decision is electronic vs paper. Work with IT Support to assist with electronic form.

D. Discussion of calendar – yearly list
E. Develop a process for directors to
   evaluate CLOAs

VI. Open Bills
   A. None

VII. Action Items
   A. Approval of Director Evaluations
      Motion to approve. Germaine motion the approval of Director Evaluation and Larry second motion approved unanimously.

   B. Approval of CLOA counts
      Motion on floor to approve CLOA with modifications. Tyce motioned to approve the CLOA\ New Learning Outcomes Report form with modifications, Germaine seconded. All in favor. Motion passed.

VIII. New or Follow-up Items for Next Meeting's
   Agenda
   Next meeting March 5th, 2021 at 11 a.m.

IX.   Adjournment
        Larry motioned to adjourned Tycie seconded motion all in favor.