

## Planning and Assessment Council Meeting

Minutes for February 16, 2018

### Participants:

#### Chair:

Patricia Ross, Director, Research and Planning

#### Members:

Brian Auriti, Manager, Institutional Research

Peter Cho, Executive Dean, West Bank Campus

Tamika Duplessis, Executive Dean, Sidney Collier Site

Harold Gaspard, Chair, Deans' Council

Ralph Johnson, Vice Chancellor for Business and Administrative Affairs

Cherie Kay LaRocca, Director of Right Path Initiative and Academic Pathways

#### Assessment Liaisons:

Jennifer Bennett, Assistant Dean, Arts and Humanities

Monique Cola, Assistant to the Vice Chancellor for Student Affairs and  
City Park Campus Executive Dean

Janet Gauthier-Stephens, Assistant to the Dean, Allied Health

Danielle Isaac, Executive Dean's office, West Bank

Nicole Johnson, Executive Dean's office Sidney Collier

Karen Laiche, Policy/Accreditation Specialist

Monica Mankin, ESL, ASLS, foreign language Chair

Karen Muhsin, Assistant Dean, Business and Technology

Stacey Thompson, Executive Dean's office Charity School of Nursing

Beth Weindel, Administrative Program Specialist, Library Services/ Curriculum and Program Development

#### Assessment Committee Chairs:

Kathy Favret, Chair, Faculty Evaluation and Improvement of Instruction Committee

Patricia Ross, Chair, Program Review Committee

We welcomed new members:

Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Danielle Isaac, Executive Dean's office, West Bank

Nicole Johnson, Executive Dean's office Sidney Collier

Monica Mankin, ESL, ASLS, foreign language Chair

Stacey Thompson, Executive Dean's office Charity School of Nursing

Minutes from the September 27, 2017 meeting were approved (motion – Peter Cho, second - Brian Auriti).

We reviewed Vice Chancellor Fos' charge to the 2017-18 Planning and Assessment Council and went over the Planning and Assessment Cycle.

1. **Complete the 16-17 Planning and Assessment Cycle** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 16-17 Desired Outcomes.
2. **Begin and complete the 17-18 Planning and Assessment Cycle** – Develop Desired Outcomes, link to Institutional Goals, set Targets, and determine Strategy and Assessment Method in the beginning of the year. Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 17-18 Desired Outcomes by the end of the year.
3. Complete the final evaluation of the College's achievement of its 2011-2016 Strategic Plan goals.

Going forward: Review the cycle summary report that correlates unit assessments to the College's Strategic Goals and the Mission annually.

Patricia Ross suggested that we tie goals in Annual Unit Assessment Plans to our annual reviews. She also noted that going forward, we pass the budget rationale (resource requests) from our annual assessment plans as well as program reviews to the Assistant Vice Chancellor for Financial Services to be included in the budget process as well as to the Director of the Office of Grants Development.

Following our Communication plan, the Chancellor will send out her communication to faculty and staff regarding the importance of the assessment process following this meeting. Dr. Fos, Vice Chancellor for Academic Affairs, will send his communication in two weeks to Planning Unit heads requesting they begin to finalize this year's plans.

Kathy Favret, Chair of the Faculty and Improvement of Instruction Committee, submitted her report:

- There is good news concerning the participation rate of the SOI conducted Fall 2017. The overall percentage of participation across the six divisions (excluding Nursing) was 20.0%. (Brian Auriti will give the exact percentages by division and share some of the technical challenges that he is facing.) The School of Nursing uses a version of the SOI that is tailored to their curriculum. There has been some discussion about offering perks to students to encourage participation, but nothing has been decided. I am in favor of continuing without incentives for the present time.
- The FEIC will finalize the SOI for online and hybrid classes this spring. We will be working closely with Dr. Jeanne Samuel on this project.
- Another item that our committee has been working on is the "specification of scoring" on the faculty Evaluation Form. We will complete this project in March and will present our recommendations to Dr. Fos.

Tim Stamm, Chair of the General Education Assessment Committee, was working at the Charity School of Nursing, so was unable to present a report.

Patricia Ross, Chair of the Program Review Committee, submitted her report:

- The Program Review Committee will meet February 20. At this meeting Deans and Lead Faculty will share Action Plans from 2017 reviews and "strengths" of their programs in the form of a press release.
- Programs and Disciplines to be reviewed for 2018 will be announced.
- The Program Review timeline was discussed:

Before the End of Spring Semester, Program Reviewer and Lead Faculty use their rough draft of the Program Review to work with Career Pathways Coordinator.

By the end of September, Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews.

By the end of October, Program Reviewers and Lead Faculty submit final Program Review to Deans for approval.

Executive Summaries are presented by Program Reviewers to Program Review Committee at the November meeting of the Program Review Committee.

- This year an emphasis will be put on uniformly communicating Program Outcomes.

Brian Auriti, outlined preparations for our September 2018 meeting. Now that our 2017-2021 strategic goals and objectives have been approved, we have begun to identify Key Process Indicators to track our progress. Our plan is to review our progress annually at the September meeting of the Planning and Assessment Council.