

Planning and Assessment Council Meeting Minutes

April 23, 2019

Martin Hall, room 102

In attendance: Patricia Ross, Chair, Brian Auriti, Peter Cho, Harold Gaspard, Cherie Kay LaRocca, Ronald Russo, Mostofa Sarwar, Liaisons: Jennifer Bennett, Leshia Coulon, Theresa Degruy, Karen Laiche, Monica Mankin, Stacey Thompson, Beth Weindel, Kiedra Williams, Faculty Evaluation and Improvement of Instruction Committee Chair: Kathy Favret, Chair

The Council welcomed Ron Russo, Interim Vice Chancellor for Business and Administrative Affairs.

Minutes from the October 10, 2018 meeting were approved. Karen Laiche asked that the agenda be reformatted to reflect that all are members.

All reviewed the Vice Chancellor's charge:

Charge to 18-19 Planning and Assessment Council:

1. **Complete the 17-18 Planning and Assessment Cycle** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 17-18 Desired Outcomes.
2. **Begin and complete the 18-19 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 18-19 Desired Outcomes by the end of the academic year.
3. Review the Key Performance Indicators (KPI's) that correlate unit assessments to the College's Strategic Goals.

The Council reviewed the [Planning and Assessment Cycle](#). It was noted that Assessment Liaisons met 2/8/19.

All planning Units are collecting and recording data for each identified outcome as well as reviewing data to identify strategies for improvement based on results.

Chair, Dr. Ross communicated dates that communications have been sent for Spring Semester:

Chancellor Email #2 to College (Mid-Year) as a reminder of the importance of assessment process and cycle to continuous improvement, as well as accreditation. **3/11**

5) VCAA Email #2 to 85+ Unit Heads (Mid-Year) regarding importance of assessment plans, sent *copied to liaisons*. Email to request them to continue to work with your liaisons for current year assessment plans and start assessing and determining findings. **3/25**

6) Assessment Coordinator Email #2 to Liaisons (Mid-Year) – Email from Assessment Coordinator to liaisons requesting they begin to work with units and provides specific information on what is expected for units for assessing and determining findings. (Liaisons can forward this to their unit heads to begin continue to work with them on their plans.) **4/8**

An update on Annual Unit Assessment was presented by Dr. Ross

Four faculty participated in the December 2018 SACSCOC meeting (Fran Langlow, Patrick Conroy, Lisa Melson, Diondra DeMolle). These faculty, along with faculty members Shaye Hope and Monica Mankin will be leading workshops over the next five semesters to help us reach our goal of:

Proposal for developing and assessing Program SLO's.

1) Determine and 'publish' Program SLO's

All programs are being asked to submit their Student Learning Outcomes (SLO's) to the curriculum committee for review before the end of this academic year. The goal is to have those Program SLO's 'published' in the catalog for 2019-2020. This would create an institutional 'repository' of SLO's that could be easily updated and accessed.

2) Define process for mapping assessment to Program SLO's

Dr. Ross is working with LCTCS and BRCC in order to use Canvas to collect aggregate assessment results.

3) Map Program SLO's and tie assessment to an improvement plan (Annual Unit Assessment Plan)

Council member Karen Laiche will work with the Director of Research and Planning over the summer to add the 'published' Program SLO's to the Annual Unit Assessment Plan Template.

Workshops held:

Allied Health February 1, 11:00-1:00

Technical Division February 8, 9:00-11:00

Business and Technology February 12, 2:30-4:30

Arts and Humanities February 21, 2:30-4:30

Program Review Committee report - Patricia Ross, Chair reported that 30 programs/disciplines were reviewed and submitted to the VCAA with Program Health Indexes (PHI) submitted to the Chancellor in January. Presentations are scheduled for April 25.

Deans are on the April 25 Program Review Committee agenda to approve the 2019-2020 list of programs/disciplines for review in the 2019-2020 academic year.

Faculty Evaluation and Improvement of Instruction Committee report, Kathy Favret – Chair reported that the charge from the Vice Chancellor of Academic Affairs, Dr. Sarwar, for the academic year 2018-2019 was twofold:

- **Consolidate the SOI** (Student Opinion of Instruction) survey into one universal document (with the exception of Charity School of Nursing).
- Conduct a **follow-up survey** from the department chairs to determine if there are any problems with the new Supervisor's Evaluation Form created in 2017-2018 academic year and used for the first time May 2018.

Consolidate the SOI

The "universal" SOI includes items about the course, the instructor, and a reflection about the student. There is also an area at the end for comments. The necessary changes were made to the SOI that had been created the previous year (2017-2018) to accommodate face-to-face, online, hybrid, and lab courses.

At the same time, a small SOI team including Brian Auriti, Raphael Mariano, Dr. Patti Ross, Dr. Amanda Rosenzweig, Leslie Salineros, and Kathy Favret met to make final decisions about:

- Logistics of deploying the SOI
- Time frame of deploying the SOI for 16-week courses and courses of shorter periods
- Changing software from Class Climate to QuestionPro (LCTCS is in favor of changing to QuestionPro since Class Climate is limited and somewhat obsolete)

- Advertising for faculty and students to announce SOI details and deployment

Brian Auriti and Raphael Mariano conducted a test drive of the new software, QuestionPro, at the beginning of Spring 2019 semester with 40 faculty members. This proved successful and the SOI for the first 8-week session was deployed.

The survey is now ready to deploy the SOI which will remain open until the day before final exams begin (Monday, May 6th).

Follow-up Survey

A survey was sent to all Department Chairs to determine if the new Supervisor's Evaluation Form was problematic. We did not receive any negative feedback.

New Business

The FEIC has undertaken an additional project this year of addressing inconsistencies and ambiguity in wording in the Promotion in Rank Policy and Guidelines for Promotion Policy. There are variations among divisions and division promotion committees concerning interpretation of these policies and forms. The FEIC chair will work with Karen Laiche on rewording and eliminating inconsistencies after the committee has finalized recommendations.

The FEIC offered to conduct workshops for each division promotion committee at the beginning of Spring 2019 semester to ensure that all committee members from all divisions were consistent in grading promotion portfolios. The Division of Communication was the only division that accepted this offer.

Dr. Sarwar has requested that the FEIC now take the lead in conducting a general workshop for all division promotion committee members during spring convocation week.

General Education Assessment Committee report, Tim Stamm was not in attendance and there was no report.

Last September the new 2017-2021 Strategic Goals and Objectives were presented. The Office of Research and Planning will update the Dashboard annually and report to the Planning and Assessment Council at the fall meeting.