

**Planning and Assessment Council meeting minutes**  
**Tuesday, October 22, 2019**  
**Martin Hall, room 102**  
**2:30-4:00 pm**

**Chair:**

Patricia Ross, Director, Research and Planning

**Members present:**

Brian Auriti, Manager, Institutional Research

Peter Cho, Executive Dean, West Bank Campus

Tamika Duplessis, Executive Dean, Sidney Collier Site

Acting Vice Chancellor for Student Affairs and City Park Campus Executive Dean

Harold Gaspard, Chair, Deans' Council

Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

Assessment Liaisons:

Jennifer Bennett, Assistant Dean, Arts and Humanities

Lesha Coulon, Assistant Dean, Technical Division/ Site Manager – Jefferson Site

Theresa Degruy, Assistant to the VCSA and City Park Campus Executive Dean

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

Karen Laiche, Policy/Accreditation Specialist

Monica Mankin, ESL, ASLS, foreign language Chair

Karen Muhsin, Assistant Dean, Business and Technology

Beth Weindel, Administrative Program Specialist, Library Services/ Curriculum

Kiedra Williams, Director of Technical Programs, Technical Division

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

Harold Gaspard moved and Cheryl Myers seconded the motion to approve minutes from the April 23, 2019 meeting with the following additions:

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. Karen Laiche acknowledged that the 18-19 Council charge must have inadvertently left off a critical role of the Council, which is to review the cycle summary report that correlates unit assessments to the College's Strategic Goals and the Mission annually. As a result, the Council has not yet reviewed an annual summary for the 18-19 academic year, which is necessary evidential documentation for accreditation purposes. Dr. Ross recommended that the liaisons meet and draft up the 19-20 charge for the VCAA. This recommendation was accepted by the Council.

Karen Laiche acknowledged the revised SLOs will help to strengthen the assessment process starting with the 19-20 academic year. She reminded the Council that the accreditation evidence needed for the Fifth-Year submission reflects the assessment process since the 2016 Reaffirmation, which spans from the 2016-2017 academic year through the 2019-2020 academic year, and possibly the first half of the process for the 2020-2021 academic year. She reiterated the importance of the unit assessment heads to work with Dr. Ross with improving and updating any weak plans and evidence since the last Reaffirmation.

**Planning and Assessment Cycle was reviewed** and the motion to accept Assessment Liaisons' Proposed changes was made by Peter Cho and seconded by Brian Auriti was approved.

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-4352>

### **Vice Chancellor's Charge to 19-20 Planning and Assessment Council was shared:**

1. ***Complete the 18-19 Planning and Assessment Cycle*** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 18-19 Desired Outcomes.
2. ***Begin and complete the 19-20 Planning and Assessment Cycle*** – Develop Desired Outcomes, link to Institutional Goals/Mission/Student Learning Outcomes, 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 19-20 Desired Outcomes by the end of the academic year.
3. ***Review the Key Performance Indicators (KPI's)*** that correlate to the College's Strategic Goals and the Mission.
4. ***Review the annual planning and assessment cycle summary report*** that correlates unit assessments to the College's Strategic Goals, the Mission, and the educational programs' Student Learning Outcomes.

### **The Communication Plan for Fall Semester was reviewed:**

- 1) **Chancellor Email #1 to College (Beginning of Year)** regarding the importance of assessment process and cycle to continuous improvement, as well as accreditation. **9/18**
- 2) **VCAA Email #1 to 85+ Unit Heads (Beginning of Year)** regarding importance of assessment plans, and *copied to liaisons*. Email to request them to work with their liaisons to finalize previous academic year plans if not done so already and to begin to develop current academic year plans. **10/7**
- 3) **Assessment Coordinator Email #1 to Liaisons (Beginning of Year)** - Email from Assessment Coordinator to liaisons requesting they work with unit heads to complete previous year plans and provides specific information for liaisons on what is expected in working for units to develop plan, set goals, determine assessment methods, set targets, etc. for current academic year plans. (Liaisons can forward this information to their unit heads to begin working with them on their plans.) **10/17**

### **Strategic Planning:**

IR Manager Brian Auriti presented an update tracking progress of Strategic Goals and Objectives through Key Performance Indicators or KPI's. This report will be presented each year at the fall meeting.

**Key Performance Indicators** (reported in section \*7.1 (Institutional planning) and \*8.1 (Student achievement) SACSCOC Core Requirement as well as part of LA2020 Goals).

A draft of the 2018-2019 **Strategic Goal Progression Plan** narrative was shared with the Council. Our calendar states that: (Spring) Planning and Assessment Council meets to provide oversight and coordination for the current year cycle and to review the cycle summary report that annually correlates unit assessments to the College's Strategic Goals, the Mission, and the educational programs' Student Learning Outcomes'. An update of the 2018-2019 Strategic Goal Progression Plan that annually correlates unit assessments to the College's Strategic Goals, the Mission, and the educational programs' Student Learning Outcomes will be presented in the spring.

**Annual Unit Assessment** – the 2019-2020 Annual Unit Assessment Plan Template has been updated for Fall 2019 so that we are able to run Compliance Assist Reports tying Desired Outcomes to Program Student Learning Outcomes (SLO's).

## Update on Program Student Learning Outcomes (SLO's) project

Program SLO's are now listed in catalog: <http://catalog.dcc.edu/content.php?catoid=35&navoid=5048>

### 2019-2020 Goals:

**Curriculum Mapping** - All Course SLO's mapped to Program SLO's (identifying assessment tools to show mastery and tying assessment results to the 'Use of Results' in **Annual Unit Assessment Plans**) by the end of Fall 2019.

All Course SLO's updated in master course syllabi by the end of Fall 2019

**Master Syllabi** updated and 'published' electronically in the 2020-2021 academic catalog

All faculty using **Canvas** by the end of fall 2019

Workshops held:

#### **Curriculum Mapping:**

Allied Health August 1, 10:00-12:00, 8/27

Technical Division June 17 and 27, July 17, Aug 23

Business and Technology June 25, July 2 & 16, Sept 4, 5, 12, Oct 24

Arts and Humanities July 29, 9:30-11:30, Aug 28, Oct 2

Communications September 9

### Committee Reports:

**Program Review Committee report** - Patricia Ross, Chair – Action plans for the 2018-19 reviews (30 programs/disciplines) were presented Thursday, October 3 at the Fall meeting. 2019-2020 programs/disciplines have started their review process. All PHI's for programs under review will be submitted to the VCAA and Chancellor by December.

### Faculty Evaluation & Improvement of Instruction Committee report, Kathy Favret

- **Charge for FEIIC for 2019-2020 Academic Year**
  1. **Evaluation and Promotion College-wide Consistency**-- Create plans to promote consistency among divisions, departments, deans, and department chairs concerning evaluation and promotion procedures. Develop a handout that outlines evaluation and promotion policy for deans, department chairs, and college and division promotion committee members. Dr. Sarwar has suggested that co=chairs, Kathy Favret and Michelle McClain attend a Deans' Council meeting to update all deans with changes in wording that have been made in promotion and evaluation policies. There will be a mandatory meeting for Division Promotion committee members during Spring 2020 Convocation week.
  2. **Student Opinion of Instruction** - Develop ways to encourage increased student participation. Continue monitoring SOI results from Question Pro software, as we await the anticipated new software from LCTCS (Eval Kit). Advertisement in the form of posters, Canvas alerts, text alerts, and email alerts will be used to increase participation during Fall 2019 semester.
- **SOI** - The SOI will be deployed Fall 2019 Semester (weeks 14 and 15) using Question Pro software with the understanding that results will not be available until April 2020. The processing of results is time consuming and Brian Auriti has limited resources to assist him in this task. The second eight-week session of Fall 2019 will also conduct an SOI. The first eight-week session of Fall 2019 did not conduct an SOI.
- **romotion Portfolio Workshops** - Workshops at City Park Campus, Westbank Campus, Sidney Collier Campus, Jefferson Site, and Charity School of Nursing will be conducted November 4 – 11, 2019.

**General Education Assessment Committee report**, Tim Stamm, Chair. Dean Stamm was not able to attend the meeting and no report was submitted.

**Office of Research and Planning web page:** <http://wwedu/administration/offices/research/>