Title: CAC Accreditation and Assessment Work Group Meeting
Date: Tuesday, April 7, 2015
Time: 2:00 – 3:00 p.m.
Place: Lama 111A

Members: Kevin Andreshak, Kelli Brandvold, Ana Bravo, Laure Burke, Katrina Ghazanfar, Kelli Goya, Lisa Kanae, Susan Kazama, Salvatore Lanzilotti, Teri Mitchell, Robert Moeng, Nawa’a Napoleon, Louise Pagotto, Sunny Pai, Lori Sakaguchi, Charles Sasaki, LaVache Scanlan, Anthony Silva, Ron Takahashi, Joanne Whitaker, Amy Patz Yamashiro and Dawn Zoni

Members Absent: Louise Pagotto and Dawn Zoni

Guest: Matthew Tuthill, Noeau Keopuhiwa

**Agenda**

**Call to Order: Lisa Kanae, Chair**

**Approval of the Minutes: Lisa Kanae**
After edits, the minutes were approved.

**Assessment Coordinator Position Update: Bob Moeng**
The position was advertised and the application deadline closed yesterday. The search committee is finalizing the questions and rubrics were created. The next step is for the search committee to review the applications and determine who will be interviewed. The goal is for the committee to complete their process by the end of the semester.

**ACCJC Evaluation Team Experience: Charles Sasaki**
Dean Sasaki was asked to be a member of the evaluation team for Berkeley City College’s self-assessment. He was informed of the college he was going to be evaluating 3 to 4 months before the visit. The bulk of the evaluation team’s work is completed before the visit. The visit is to confirm information or to ask questions where there is missing information. It is important that information is easy to find. There were two takeaways:

1. It is important to have documentation and to be organized
2. It is important to make sure to complete the loop in showing improvement. We do the assessment but we need to show that a decision was made and that the process was assessed again. It would be effective if we could show that an SLO assessment led to resource allocation.

The authenticity of the faculty and administration was important. How do they inform people who know nothing about the college and engage in meaningful conversations.

New standards were established in 2014 and the Chancellor and Accreditation Liaison Officer (ALO) will be attending a conference on the new standards in April.
The new standards eliminated the redundancy and added institutional integrity. There continues to be four Standards. Each College must also address Eligibility Requirements (ER). There are 21 ERs that each institution must meet before doing the self-assessment report. There are also federal requirements such as Title IX compliance issues that will need to be addressed.

The work group was encouraged to volunteer to serve on an evaluation team as each college is very different and team members leave the experience with new insights. In addition, more representation is needed from Hawai‘i. Of the 60 people in training, only 3 were from Hawai‘i. Of the 138 Colleges in the ACCJC, 112 are from California.

**Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) Update:**
Ana Bravo and Tony Silva

In the student services area, there will be a sharing café on May 8th where counselors can have a dialog about the assessment experience. A team of student services members completed the first draft of the midterm report. However, a few documents are being revised. For Taskstream, there will be 18 counseling units. They are in the process of testing the reporting procedures and the rubrics will be added. A pilot will either be run in the spring or in the fall. On April 28, KISC will meet to discuss their SAOs.

Ana’s student services report is as follows:

**Counseling SLO’s:**

- We are having our first Counseling assessment sharing/dialogue to learn from each other at our Assessment Cafe on May 8.
- We completed the 1st draft of the accreditation midterm report (need to attach our: Student Affairs Glossary, Counseling Rubrics, Counseling SLO Matrix, Counseling Assessment Timeline and Individual Program Assessment Timeline, and Counseling Learning Assessment (CLA) Reports)

**Counseling Taskstream:**

- The Coordinated Counseling Matrix has been built into Taskstream for all counseling units
- We will test reporting feature at the end of this week and next week
- We will work on rubrics after reporting features are tested
- If reporting feature works, we may begin training 1-2 counseling groups this spring; if not, will be training in the fall

**Student Affairs SAO & SLO:**

- KISC is working to develop their SAOs and SLOs--next meeting on April 28
- KISC plans to finalize their assessment and what will be reported for Sept 15 deadline
On the instructional side, the Course Learning Reports (CLRs) are due to the department chairs on May 18. The chairs will have to the end of May to update the LASRs. On June 15, OFIE will collect CLR data to determine the progress made. The SLO coaches were focused on the transition to Taskstream this semester and did not offer SLO Fridays.

Human Resources will be administering a survey through OFIE as part of their assessment on April 15th.

There was a question on the status of the Faculty Senate ad hoc SLO committee. There was no new charge from faculty senate to the SLO committee, so the committee floundered a bit. Some faculty senate members are resistant to an SLO committee and assessment in general.

The SLO coaches submitted two action requests.
- To create a process to ensure a CAP is developed when courses are updated. There were 150 new or updated courses that all require a new CAP. Taskstream will replace this system eventually.
- The course level assessment plan was a document created for the 2012 self assessment report. The SLO committee is updating the document and will be resubmitted to faculty senate. The goal is to raise awareness of assessment on campus.

Faculty senate is revising their constitution which will be finished at the end of the semester. It would be good if the ad hoc SLO committee would become a standing committee.

**Taskstream Demonstration and Update: Amy Yamashiro**

Our current assessment process is each course completes assessments and competencies and determines when they are planned to be assessed. Department chairs collect the data and save it in Laulima. Then the Chair adds the information into the LASR. The faculty plans the competencies, the courses are assessed against the competencies and a CLR is completed. This information is submitted to the Chair and they submit it to the Vice Chancellor of Academic Affairs. The LASR works as a timeline.

In Taskstream, the process will be similar to the manual procedure. In the Course assessment workspace:

Standing requirements:
- Course description
- Learning outcomes – course outcomes are listed and are mapped to program and/or general education outcomes.
- Activity to course outcome matrix
- Document repository
- Pilot feedback from link

The assessment cycle (CAP):
• Assessment plan
• Assessment results
• Next Steps plan
• Next steps status – closing the loop and follow up

Budget requests can be pulled out of the report. This can be a good department conversation on prioritizing budget requests.

There will also be a program assessment workspace which will include the Comprehensive Program Review (CPR).

There is a reflection area that can document conversations among faculty. Our current system fails at recording the conversations.

How do we prepare the departments to utilize the Taskstream tool? Should there be at least one assessment representative in each department?

Taskstream team has had many discussions on how to prepare the faculty. This is an opportunity to make faculty aware of basic assessment process. Should professional development be offered? It will be a problem getting 100% participation. There is time as the full launch will be in fall 2016. The pilots and early adopters will provide great value and feedback. They will provide ways to improve the system but also to share their experience with their colleagues. The Assessment Coordinator and Faculty Senate SLO committee are important as well. Another way to show the campus values SLO assessment is for the campus to allocate resources specifically to address an SLO.

There was a concern as to how the college would fund the over 7,000 students for the Learning Achievement Tool (LAT). Culinary Arts paid for the first year of student fees but will discontinue this for the upcoming year to transition to the Taskstream LAT. Every faculty member is not using the tool in every class. Therefore, it is difficult to expect a student to purchase the tool for one class. In addition, only 30% of the faculty are using it even though 100% of the faculty were trained on it.

Another concern is how to fund Taskstream at the end of the three-year contract. The Assessment Coordinator will need to address continuing the funding for Taskstream.

Not every faculty will be using the LAT. However, every course will be included on the AMS. Not every faculty will be using the AMS. Only one person from each course will be aggregating the data and doing the reporting. The AMS will be required for each course and each program. The LAT will be available for the faculty to use.

A recommendation was made by the Work Group to send one or two people to the Taskstream conference in July in New York.

Submitted by: Joanne Whitaker