

**Assessment Committee  
September 10, 2008  
Agenda**

**Introduction of Membership**

**Volunteer for minutes?**

**Updates:**

**Status of Assessment coordinator and other positions**

**Statewide Conference Oct 16-18 BC reps**

**CLIP planning forms**

**Courses level assessment forms**

**Gen Ed outcomes assessment**

**Assessment Workshops, Committee members welcome**

**Sept 16: 11:00 a.m., Sept 30: 2:30 p.m., Oct 7: 11 a.m.,  
Oct 14: 11 a.m. – 12:30 and 2:30 – 4:00 p.m. in Lev 40**

**Institutional Review Board (Ann Morgan)**

**Discussion and Feedback**

**Volunteers for planning Campus Conversations, visiting speakers, and Innovation Café  
Visiting speaker on AUOs?**

**Volunteers for maintaining website**

**Meeting days, time and place**

*Expected meeting dates for 2008-09: September 10, October 8  
, November 12 , December 10 ; Feb 11 , March 11, April 15, May 13 ( 12:30 - ? . )*

**Assessment Committee  
October 8, 2008  
Agenda**

**Introduction of Membership**

**Review Meeting days, time and place: 12:30 for lunch in Renegade Room with short updates  
1:30 - 2:30 p.m. in Conference Room for longer business discussion;  
Brownbag if Renegade Room closed (December 10)**

**Volunteer for minutes?**

**Volunteers for planning Campus Conversations, visiting speakers, and Innovation Café  
Visiting speaker on AUOs?**

**Volunteers for maintaining website**

**Updates:**

**Proposal for Assessment Committee co-chair and other positions**

**Statewide Conference Oct 16-18 BC reps**

**CLIP planning forms**

**Courses level assessment forms**

**Gen Ed outcomes assessment**

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Oct 14: 11 a.m. – 12:30 and 2:30 – 4:00 p.m. in Lev 40**

**Institutional Review Board (Ann Morgan)**

**Discussion and Feedback**

**Meeting Norms**

**ACCJC Rubrics and timeline**

**Assessment Plans in the 2008-09 Unit Plans**

*Expected meeting dates for 2008-09: November 12 , December 10 ; Feb 11 , March 11, April 15, May 13  
( 12:30 – 2:30 including lunch )*



**Assessment Committee  
November 12, 2008  
Agenda**

**Volunteer for minutes?**

**Volunteers for planning Campus Conversations, visiting speakers, and Innovation Café  
Visiting speaker on AUOs?**

**Volunteers for maintaining website**

**Updates:**

**CLIP Planning Form/Service Learning CLIP**

**Proposal for Assessment Committee co-chair and other positions**

**Gen Ed outcomes assessment**

**Courses level assessment forms**

**Fall Assessment Workshops how did they go**

**Institutional Review Board (Ann Morgan)**

**Spring Assessment Plans/ Ann, Patti and Rachel will meet with Ed on Nov 17.**

**Discussion and Feedback**

**Policies and Procedures document**

**Letter to ACCJC from California Federation of Teachers**

*Expected meeting dates for 2008-09: December 10 (brownbag in A-17);*

*Feb 11 , March 11, April 15, May 13*

*( 12:30 – 2:30 including lunch )*

October 13,2008

President Barbara Beno, ACCJC  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949

Ms. Lurlean Gaines, Chair, and Commissioners of the ACCJC  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949

Re: Amendment of ACCJC Standards III.A.1.c. and II.A.6.

Dear President Beno, Chair Gaines, and Commissioners of the ACCJC:

I write this letter as President of the California Federation of Teachers, AFT/AFL-CIO. As you are well aware, the Accrediting Commission for the California Junior Colleges (ACCJC) serves an important function by virtue of California law. In particular, the State has dictated that,

"Each community college within a district shall be an accredited institution. The Accrediting Commission for California Junior Colleges shall determine accreditation."

(5 Cal. Code Regs. § 51016)

In conferring this important responsibility on the ACCJC, the State of California and the Board of Governors of the California Community Colleges expect that the ACCJC will fulfill an important state objective, providing education through accredited public community colleges. ACCJC may or may not be a quasi-governmental entity, but either way it must respect State laws when fulfilling its functions.

Of particular importance to the California Federation of Teachers, and its constituent locals, is the Educational Employment Relations Act, California Government Code section 3540 et seq. The

Act, as you know, provides a framework for collective bargaining for employees in the California Community Colleges.

One of the most important rights faculty have is to negotiate with their employer over evaluation procedures, criteria and standards. In fact, this right is so important that the Legislature deemed it worthy of explicit enumeration within the Act. In addition, pursuant to the EERA, academic freedom policies are negotiated at community colleges.

In recent years, considerable controversy has existed within the community colleges over the issue of Student Learning Outcomes or SLOs. It is an understatement to say that many within the college community, faculty and administrators alike, feel the ACCJC has gone too far in its demands regarding SLOs, especially when they intrude on negotiable evaluation criteria and violate principles of academic freedom.

Not long ago, the CFT invited comment from its faculty unions about SLOs, and their impact on their local colleges. Of particular concern to CFT is the propensity with which accreditation teams from the ACCJC have indicated to the colleges that they should "develop and implement policies and procedures to incorporate student learning outcomes into evaluation of those with direct responsibility for student learning." This directive is based on ACCJC Accreditation Standard III.A.1.c., which states,

"Faculty and others directly responsible for student programs toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those student learning outcomes." (ACCJC Accreditation Standard III.A.1.c.)

Another standard has been used by accreditation teams to justify changes in faculty work such as syllabi. This standard, which has interfered in faculty's academic freedom rights, states:

"The institution assures that students and prospective students receive clear and accurate information ... In every class section students receive a course syllabus that specifies learning objectives consistent with those in the institution's officially approved course outline." (ACCJC Accreditation Standard II.A.6.)

We believe both of these standards, as written and as applied, intrude on matters left to collective bargaining by the Legislature. For a time, we recognized that the ACCJC's inclusion of these standards might have been considered to be mandated by the regulations and approach of the U.S. Department of Education.

Now, however, with the recently re-enacted Higher Education Act, the Federal mandate for the SLO component has been eliminated for community colleges and other institutions of higher education. I'm sure you are aware that Congress passed, and the President signed, legislation amending 20 U.S.C. 1099 (b), to provide that the Secretary of Education may not "establish any criteria that specifies, defines, or prescribes the standards that accrediting agencies or associations shall use to assess any institution's success with respect to student achievement." [See Higher Education Act, S. 1642 (110th Congress, 1st Session, at p. 380)]

Given this amendment, it is CFT's position that the ACCJC has no statutory mandate which prescribes inclusion of the above-referenced standards dealing with faculty evaluations, and syllabi.

Under the EERA, absent mandatory proscriptions in the law, each and every aspect of evaluation is negotiable. See, e.g., Walnut Valley Unified School District (1983) PERB Dec. No. 289, 7 PERC ¶ 14084, pp. 321-322; Holtville Unified School District (1982) PERB Dec. No. 250, 6 PERC ¶ 13235, p. 906. The Legislature reaffirmed the negotiability of evaluation procedures and criteria when it adopted A.B. 1725 in 1989. (See Cal. Ed. Code § 87610.1, 877663(f)). The Legislature did specify that community college evaluations procedures must include a peer review process and, to the extent practicable, student evaluations. (See Cal. Ed. Code § 87663(g)). However, it did not mandate SLOs.

Accordingly, the CFT wishes to inquire as to what actions ACCJC intends to take to conform its regulations to the requirements of State law, and to recognize that the adoption of any local provisions which include faculty effectiveness in producing student learning outcomes, should be entirely a matter of collective bargaining negotiations. And, similarly, that the ACCJC cannot mandate inclusion of information in syllabi which faculty, by reason of academic freedom and tradition, are entitled to determine using their own best academic judgment, or through the negotiations process. Of course, in negotiations over evaluation, the law also provides that faculty organizations shall consult with local academic senates before negotiating over these matters.

While ACCJC is free to encourage colleges and their faculty organizations to negotiate over this topic, it is not free to mandate or coerce the adoption of such standards by sanctioning colleges which do not adopt standards that ACCJC would prefer in these areas. Given its state function, ACCJC must respect the

negotiations process mandated by state law, and academic freedom rights adopted by contract or policy.

California's public community colleges are an extraordinary public resource, and the Legislature has seen fit to decree that when it comes to faculty evaluation, that process shall be subject to collective bargaining. With the adoption of the landmark bill A.B. 1725 almost 20 years ago, the Legislature came down squarely on the side of faculty determining, with their employers, the method and content of their evaluations. This system has worked exceptionally well for almost 35 years.

Given the change in Federal law, the CFT calls upon ACCJC to take prompt and appropriate action to amend its standards to respect the boundaries established by the Legislature and not purport to regulate the methods by which faculty are evaluated or determine their course work such as syllabi.

I look forward to your response.

Sincerely,

Marty Hittelman, President  
California Federation of Teachers

**Assessment Committee  
February 11, 2009  
Agenda**

**Volunteer for minutes?**

**Volunteers for planning Innovation Café?**

**Change date for March meeting to 3<sup>rd</sup> Wed: March 18?**

**Discussion and Feedback**

**Proposal for Assessment Committee co-chair and other positions**

**Checklist for feedback to Chairs and Directors on Assessment Plans (due Feb 17)**

**Dividing up the Assessment Plans by Unit**

**Practice using sample Assessment Plans**

**Updates:**

**CLIP Spring Planning Forms**

**Gen Ed outcomes assessment**

**Courses level assessment forms**

**Institutional Review Board (Ann)**

**Spring Assessment Workshops**

**Policies and Procedures document**

*Expected meeting dates for 2008-09: March 11 or 18, April 15, May 13  
( 12:30 – 2:30 including lunch )*



**Assessment Committee**  
**April 15, 2009**  
**Agenda**

**Volunteer for minutes?**

**Updates on Innovation Café Wednesday May 6, 2:30 – 4:00 p.m.**

*Stipends for Cindi and Brenda*

*Budget \$1000; follow-up with Vickie Turney*

**Discussion and Feedback**

**Checklist for Assessment Plans: questions, concerns, next steps?**

**Updates:**

**Proposal for Assessment Committee co-chair**

**CLIPs: New Applications for next year due Monday May 4**

**Gen Ed outcomes assessment May 1**

**Courses level assessment forms**

**Institutional Review Board (Ann)**

**Spring Assessment Workshops: Thursday April 23, 2:30 – 4:00 p.m., Lev 40;**  
*Tuesday April 28 2:30 – 4:00 p.m. Lev 40*

**Unit Plan Revision process?**

**Policies and Procedures document**

*Last meeting date for 2008-09: May 13*  
*( 12:30 – 2:30 including brownbag lunch if needed to review CLIP applications )*



Assessment Committee Meeting Minutes  
April 30, 2010

Attendees: Michelle Bresso, Janie Budy, John Carpenter, Cindy Collier, Janet Fulks, Adie Geiser, David Koeth, Lora Larkin, Nancy Mai, Rocky Maraccini, Kelli Michaud, Patrice Plummer, Lucas Rucks, Bonnie Suderman, Bernadette Towns, Kenward Vaughan.

We had a very productive meeting and I want to thank everyone again for participating. I would also like to send a special thank you to Michelle Bresso for writing the brainstorming ideas on the board.

Attached are documents that describe the assessment committee structure and a brief overview of the assessment cycle with the assessment rubric. Please read through the information and decide how you would like to participate as a task force member or a steering committee member. Then send an email to Bonnie or I letting us know your intent. Thank you.

After a brief retraining of assessment and were we want to be in 2012. The main topic of the meeting was about how to get information about assessment to everyone.

The following are ideas discussed:

- Update assessment website to inform others of what is happening brief newsletter
- Create a blog that would provide an open forum to discuss assessment (be aware of student limitations)
- Meet at SGA and speak to student about assessment
- Have an SGA rep on the assessment committee
- Get information to counselors, to use in counseling orientations
- Present information at academic development orientation (contacting Joyce Kirst)
- Present CAS assessment workshop
- Participate and present in opening day activities
- Have a "Celebration of Student learning" event with activity
  - Share program slo's
  - Use passports
  - Tables with departments
  - Hold event pool side!
  - Maybe some wine???
  - Invite SGA
- Communicate to departments individually on assessment
- Meet with CTE, Unit Plan, Curriculum, IEC, and Assessment
- Opening Day- New Faculty, and department chairs
- Keeping Adjunct and Delano in the loop

The following are action items, that the committee will begin working on promptly:

- Update website
- Establish Blog- David K.
- Establish Opening Day Activity
- Communicate to departments, inform and assist assessment process
- Plan End of the year Celebration of Diverse Student Learning

**\*Please read through action items let us know where you see yourself helping out. Thank you.**

**Assessment Meeting Committee Minutes**  
**January 13, 2011**  
**9-11am**

**Attendees: Pat Coyle, Dawn Dobie, Michael Einhaus, Rebecca Flores, David Koeth, Nancy Mai, Tom Moran, Bernadette Towns, Kenward Vaughan**

**Next meeting: February 25, 9-11 am, Levinson 40**

**Very productive meeting! A big Thank You to those who participated.**

**Jazzed About Assessment Showcase- our SLO- The faculty will explain and discuss departmental approaches to assessment**

- Every department must be represented and each department can share what they wanted to highlight about what they're doing with assessment.
- Discussed imposing pressure to participate by stating that participant list would be "published abroad" via our blog and that each department would have a table, so if they did not represent their table would be empty and everyone would know!!!!
- I am to send a science board to each department to be used for showcase since we were going with the science fair approach....
- Wine Tasting – cheese and crackers
- Michael E. –get together an SLO assessment attached to the wine tasting.
- Date selected for this event is April 27<sup>th</sup> from 4-6pm.
- Suggested doing showcase in the Huddle.
- Discussed having questions posted on walls around room that people could respond to results could later be posted on the blog. (Like: What assessments have you done that have worked for you)

**Recognition Awards: Seals of Achievement and Excellence**

- The committee decided that the Recognition awards having seals of Achievement and Excellence should be awarded next fall opening day. But that we would create the rubric and give that to the department chairs in the Boot Camp and at FCDC so they know the criteria for the seals.
- Bernadette write rubric, give to committee to review, revise and approve

**Jazzed About Assessment Week- our SLO: The student and faculty will demonstrate awareness of assessment and student learning outcomes**

- Decided to have one lunch assessment workshop a day during this week, Monday through Thursday. (brown bag lunch/ or we provide cold cut sandwiches)
- Workshops to be provided by assessment committee members
- Free slice of pizza from 11-1 at the commons for students who could recite or show their Student Learning Outcomes.
- Dawn is going to work with Renegade Rip to see how they can assist this week, create a timeline to make event successful
- David K. is going to create buttons face/logo, flyer, and banner for this week, will contact and set up Jazz Quartet
- Bernadette to make buttons downtown (thought this would be most cost effective), send info to David for flyers, talk to Amber about possible newspaper article, make contact

with Delano to involve faculty and students there, schedule workshops, presenters and reserve rooms

- Bonnie will do “Bootcamp” and training for assessment committee sometime in March
- Flyers will be handed out to faculty and students one week prior to assessment week so that students are aware that they need to know their SLO’s.
- Lisa from SGA has agreed to help us during this week by providing:
  - Assessment week slogan on marquee in middle of campus
  - Possibly donating 100 t-shirts to launch the, “Do you know your SLO’s?” campaign.
  - Having students assist with working the SLO table that week. We thought the table could be in the commons from 11-1, Friday 11-12.
  - Talking to classrooms and informing them of what is to come.
  - Interviewing students that week to create video clips that will be posted on our blog. Asking a different question everyday (Monday through Thursday)

### **Other Stuff**

- The committee decided every semester a reminder would be sent out reminding everyone to put their SLO’s on their syllabus.
- Bernadette will send email reminder!
- About the CCSSE – the committee suggested that several email reminders be sent, that some statement that this will not take long should be put in subject bar and that it only be available for two weeks rather than three, I will forward these comments to Ann.

## Assessment Meeting Minutes

10/29/10

Attendees: Janie Budy, John Carpenter, Dawn Dobie, Michael Einhaus, David Koeth, Bonnie Suderman, Bernadette Towns

- Approved minutes
- Updated committee on current status of assessment on campus and upcoming projects.
  - Assessment module- this is in progress. Bernadette is currently working with Porterville and Cerro Coso coordinators to get this established. David Koeth was to assist Bernadette with creating a mock curriculum page to use for the coordinators meeting.
  - Assessment week- decided that the assessment committee would provide assessment training this week for faculty and staff, during this week a table would also be set up in the campus center to ask students if they know their SLO's for a free slice of pizza.
  - Assessment achievement and excellence seals- The committee decided that these could be designed by a committee member. Also that a rubric must be developed to let departments know what was required to achieve on of these seals.
  - End of the year student success celebration - Discussed changing it's format from a dinner type event to a wine tasting event. Possibly using some kind of tickets system to get people to earn their way into event. The details of this event at the end of the meeting were still unresolved and require continued discussion since we ran out of time.
- Discussed an issue brought up about a negative attitude towards assessment on campus.
- Bonnie and Bernadette provided handouts with sample assessment seals and assessment week from other colleges.

## Assessment Meeting Minutes

3/4/11

9-11

Attendees: Ralph Cazares, Pat Coyle, Dawn Dobie, Lora Larkin, Lucas Rucks, Bernadette Towns

- Approved minutes
- Ann Morgan brought handouts and explained CCSSE and answered committee questions.
- Assessment Module (curricunet)- Bernadette explained that the development of this module was currently on hold but she was going to be meeting with the Assessment Coordinators from Cerro Coso and Porterville in April.
- Assessment Week- Jazzed About Assessment
  - Workshops- were scheduled from 1-2 in Levinson 40, Monday through Thursday.
  - SGA assistance- Bernadette attended the SGA meeting at 8:30 am this morning and reported on the events of Assessment week. They agreed to provide student assistance to hand out pizza's.
  - Logo- David Koeth- David brought several samples of logo ideas and the committee decided on one. David agreed to make the buttons, flyers, and banner for assessment week.
  - Buttons- Bernadette brought the two button sizes to the meeting and the committee decided on the larger size of the two. Bernadette agreed to make the buttons and distribute them on campus for assessment week.
  - Renegade RIP- Dawn Dobie spoke to the RIP and they agreed to do an article about assessment week.
  - Room Reservations- Bernadette had scheduled all rooms and the foyer for the pizza giveaway.
  - Lucas and Bernadette agreed to facilitate the pizza giveaways Monday through Thursday. Lucas said he would bring his net book and create a spreadsheet to gather data.
- Jazzed About Assessment Showcase
  - Chef Coyle agreed to provide tablecloths for the showcase.
  - Chef Coyle also agreed to provide some wine for the wine tasting and servers to assist with that part of the event.
  - Bernadette agreed to deliver poster boards to every department chair for the assessment showcase.
  - David Koeth agreed to booking the Jazz trio for the showcase.
  - The committee decided to decorate using music notes and instruments. Bernadette and Lori agreed to get the decorations.
  - The committee decided to use name tag labels. David agreed to put the jazzed about assessment logo on the name tags.

# Assessment Meeting Minutes

4/8/11

10-12

Attendees: Pat Coyle, Ralph Cazares, Dawn Dobie, Lucas Rucks, Lora Larkin, David Koeth, Bernadette Towns, Bonnie Suderman

## **Approved 3/4/11 minutes**

### **Results on Jazzed About Assessment Week**

- a. Lucas presented some initial statistical report on responses from students during the jazzed About Assessment week.
- b. Bernadette handed out the list of attendees and evaluation responses from workshops held during assessment week.

### **Jazzed About Assessment Showcase/ (Reception)**

Discussed the final details for what was needed to implement the showcase. Bernadette and Bonnie reported on how the collection of projects boards was going.

### **Flex training during flex week**

It was decided that the assessment committee would sponsor some workshops during flex week since it was repeatedly suggested by faculty and staff in the assessment week evaluations.

### **Assessment Committee Training**

The committee discussed training members in what assessment looks for in SLO's and Assessment Cycles. The goal of this training is to have more assessment committee members able to assist departments with the writing and assessing of their Program level SLO's.

# Assessment Meeting Notes

8/15/11

Attendees	David Koeth; Kenward Vaughn; Tom Moran; Bonnie Suderman
Approve Minutes	Yes
Addition to the Agenda	David Koeth asked that the assessment Tumblr/ BLOG
Committee Charge/Goals	Bonnie read the assessment committee charge and explained expectations of committee members. The Assessment Committee members are primarily sources of ideas and guidance. Bonnie and Bernadette fill out the reports and follow through on the ideas given. Committee members are welcome to be as involved in the actual events as they wish
GE Assessment	The GE Assessment process was followed with the English Department. Department members met with the assessment committee and members of the GE Sub-committee and demonstrated their assessment techniques to meet Standard 1B. The assessment/ GE members voted unanimously that the English department met the GE standards.
Results- Jazzed about Assessment Reception	Responses from attendees were discussed as well as the President's invitation to the Board Members to attend the next reception. Attendees liked viewing other's work and having a chance to discuss with other departments. The student response to free pizza for SLOs was also positive and suggested to be repeated. Location for the next reception was discussed.
	<i>Bonnie will contact the Hort Lab area to determine if this site would be appropriate.</i>
Definitions to be added to website	Nan has suggested that we look at the definitions we have on the website to determine if they need to be updated. <i>Bonnie to send copies of our definitions and the State</i>

Tumblr BLOG	<p><i>Action Item</i> Academic definitions to the committee to discuss at the next meeting.</p> <p>David and Bonnie requested assessment stories and projects to place on the tumblr/Blog.</p> <p><i>Action Item</i> David will present the BLOG at Opening Day in order to increase interest.</p>
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