

President, VPI, VPSS, and Business Manager

Present: Norma Ambriz-Galaviz, Elmer Bugg, Arnulfo Cedillo, Dettie Del Rosario

Priority: Stipends for pt faculty will be available and completed. Administer surveys for service unit outcomes.

Other Ideas:

- Conduct surveys on our service outcomes.
- Send memo/letter to faculty marked “urgent.”
- Line item in budget for assessment resource spending in addition to release time for assessment committee chair.
- Cancel all meetings for one week to focus on assessment.
- Spend time as a team assessing SLOs – retreat for faculty and staff.
- Be unified in leadership – truly understand all aspects of assessment.
- Lead by example.
- Provide examples of successful and appropriate SLOs. Communicate best practices by communicating with other colleges.
- Follow-up with and support all college divisions.
- Develop institutional culture where assessment is part of our business to ensure quality learning.
- Identify resources to give staff the release time needed to finish SLO assessment by March.

Deans

Present: Tina Vasconcellos, Lasana Hotep, Ahmad Mansur

Priority: Review what is in taskstream and identify personnel to input data.

Other Ideas:

- Deans reach out to adjunct faculty with a letter making them feel a part of the process and encouraging assessment.
- Personal and courteous phone calls to all faculty who have not completed the work.
- Back up the chairs – repercussions in evaluations of faculty
- Organize special assignment teams within their departments to meet regularly to support/create assessment.
- Deans should be coxswains for assessment rowing teams.
- Have a working knowledge of both taskstream and meaningful assessment in order to provide leadership and support.
- Get a staff/student to enter data into taskstream.
- Deans should meet with each department separately to complete assessment.
- Lead by example and finished assessment first.
- Yearly report card on assessment (distributed by deans).

Full-Time Faculty & Department Chairs

Present: Mary-Louise Zernicke, Guy Forkner, Arja McCray, Chris Gramp, Christine Olsen, Elaine Wallace, Kristeen Oronan,

Priority: Make sure that technical issues are solved in taskstream. Offer support. Chair-to-chair buddies who work together (one who is comfortable and one is not). Work together to champion completion.

Other Ideas:

- Take the training to the departments. Provide one-on-one or group training sessions.
- Adopt a positive attitude regarding assessment.
- Establish a review cycle – one SLO per semester per course and one PLO per semester.
- Review PLOs at weekly counseling meetings.
- Forward minutes containing assessment discussions to SLOAC chair.
- Provide leadership, support PT faculty, and hold everyone accountable.
- Send information on current statistics to each faculty member.
- Encourage link between assessment and evaluations.
- Hold brown-bag SLO discussions.
- Make a commitment to participate fully, keep positive, and work both independently and collaboratively in completing tasks.
- Speak out in private and public settings that this is part of their job and now part of their evaluation.
- Commitment = Action
- Engage them with campus-wide assessment, programs, and dept. services.
- Department meeting for feedback.
- Use SLO website.
- Pride and passion in the work being done.
- If it's not written down then it wasn't done.
- Use technology to bring in PT faculty.
- Union/institutional commitment to developing assessment.

Part-Time Faculty

Present: Kristeen Oronan, Nancy Cerwidian, Claire Crosetti, Mary Ciddio

Priority: None identified.

Other Ideas:

- Ask administration to give support and stipends.
- Recognize and inform assessment as part of the professional responsibility. Complete assessment with department chairperson.
- Part-timers get support: full timers frame assessment and will help with taskstream, problem solving, and coaching.
- Include assessment into new faculty orientation.
- Each department will develop a calendar of tasks with faculty names.
- Develop part-time assessment support groups: in person and online.
- Accessible time that is focused on part-time support.
- View assessment as an opportunity for empowerment and course ownership/resources.
- Streamline payment process – enough of the red tape!

Faculty Senate

Present: Ann Elliott, Jon Drinnon, Tae-Soon Park, Bill Love

Priority: Senate needs to be a champion of assessment done as if learning matters most.

Other Ideas:

- All senators need to become active, knowledgeable ambassadors for assessment.
- Senators will be knowledgeable about taskstream.
- Senate president needs to take a leadership role in getting faculty involved.

Staff

Present: Doris Hankins, Clifton Coleman, Denise Woodward, Stefanie Harding, Tony Hampton, Lilia Chavez, Sadie Bradley

Priority: Staff need to be taught what assessment is and how to use it.

Other Ideas:

- Time and inclusion of all staff to develop something for the whole group.
- Communication and ownership within a department/unit.
- Administration and faculty need to embrace classified, bring them in and let them know that their contribution is valued/important.
- Learn about the relevance of assessment to staff work/activities.
- Classified staff need time: two Fridays in the next month between 1-5 to complete assessment without admin. expecting them to make up the work.
- Develop survey monkey to poll students/faculty on SAOs.

Shared Governance Committees

Other Ideas:

- Add assessment to every agenda.
- Participate in assessment and recruit others to participate.
- Connect to strategic planning process for college assessment.
- Add SLO assessment to standing agendas for all committees including administrative units.
- Determine what their role is in student learning and how that relates to assessment.
- Recognize the department money and budget allocation 80%/20%.
- Shared governance must include voices of classified in the development of agendas, meetings, and outcomes with equal weight.
- Improved report-back communication.