



REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the
Assessment Committee

April 25, 2023
3:30 – 5:00pm

1. Call to Order

- 1.1. Approve minutes from meeting on March 28, 2023.

2. Updates

- 2.1. Administrative Areas Assessment Process (Dining Services, Business Office, Maintenance)
 - Julia-does not cover all Administrative areas. IT is not under Julia.
 - Making better outcomes.
 - Confusing outcomes with yearly plans and program review.
 - Core functions of department that does not change year to year.
 - Administrative areas are not confined to semesters.
 - Scheduled outcomes the same way everyone else.
 - A document similar to the PADs document has been built for Student Services and Administrative Services.
 - PADs, SADs, AADs.
 - Based off program review.

Additional Update:

- Currently 18 out of 84 faculty members have assessments are outstanding. Of the 18 only two have not assessed any courses.

3. Discussion

- 3.1. Membership for 2023F – 2024S
 - Committee handbook has defined membership, but does not state how members should be selected.
 - Paul mentioned with other committees, in the past they would ask if people would like to continue to serve. When there was a

vacant faculty position Academic Senate was asked for faculty representation. CSEA would be asked if a vacancy of classified staff. Management council was asked for management.

- Cameron Papp, Sarah Stolt, Chris Lancaster, Amy Murphy, Philip Mancus, Stephen Quiggle are going to continue serving.
 - Math/Science and Health, Safety, Athletics, Physical Education will need new representation.
 - Marla will represent Health, Safety, Athletics, Physical Education will need new representation if no one else is willing to continue.
 - The new Director of Institutional Effectiveness will need to be invited once they start.
- 3.2. Associate Faculty compensation for course assessment.
- Associate Faculty are only paid an hour each semester to complete assessment. This could be seen as a contractual issue if they are teaching more than one course up for assessment.
 - Should they only do the one course when they completed an hour of assessment?
 - Should they just do the work if the course is up for assessment?
 - All sections should be assessed.
 - Associate faculty are being paid that hour for assessment even if they are not assessing that semester.
 - Contract should be updated to state Associate Faculty should get paid 1 hour for each assessment they need to complete.
 - If there is not an assessment needed, the Associate Faculty should not be paid.
 - There is no way to enforce faculty to complete their assessment although assessment is included in faculty evaluations.
 - The assessment portion of evaluations tend to be glossed over since there is no way to enforce assessment and to check if they are complete.
 - Jon Pace, as Assessment Coordinator, is willing to take on the duty of verifying assessment completion.
 - Cameron recently read the 2021 mid-term accreditation report and there is a paragraph stating CR has created a process where the Associate Deans verify assessment has been completed.

- Dave did not think this would be unreasonable. When he was an Associate Dean, it was the Associate Deans responsibility to reach out to Associate Faculty and let them know it was time to assess.
 - Coordinator with payroll may be an issue with faculty members that do their assessment late.
 - There was an idea to create a deadline and an expectation to complete assessments by the deadline as this is a professional responsibility.
 - Idea in the chat to create a process similar to the flex form that lists how many assessments one has done. Create a due date and if it is not turned in, faculty members will not be paid until it is complete.
 - Any suggestions should probably go to the VPI and brought forward for possible negotiations.
- 3.3. Convocation Flex Assessment Training / Session ideas.
- Training for Associate Deans will be held prior to the beginning of the semester.
 - A new Associate Dean for “SHAPE” will be in place for the fall.
 - Cameron recommended a session on how to create rubrics relating to their course assessment.
 - Walking through the process from start to finish. (General overview of the assessment process).
 - Include how assessment can be integrated with the planning process and Program Assessment.
 - Jon will most likely build PADs document again and do a flex session in the fall.
 - Should this be sent out before the end of the spring or right before the fall begins?
 - Spring and a reminder again in the fall.

4. Announcements

- Jon mentioned this is Dave and Paul’s last meeting as they are retiring.
- Marla and Dave thanked Paul for his work and service.
- Marla thanked Dave.

Next meeting: August 29th, 2023
Zoom: <https://redwoods-edu.zoom.us/j/96650695724>

The Mission of the Assessment Committee is to ensure that adequate plans are in place for outcomes assessment. The Assessment Committee (AC) supports the collaborative efforts of faculty and staff in the enhancement of student success by providing guidance and support for the assessment of outcomes and a continuous cycle of improvement.