

**2018-2019 ALT (Assessment for Learning Team)**

Meeting Schedule

Fall

August 15, 2018 Learning Week Session (W)	10:30-12:00	KSC 1000
September 19, 2018	3:30-4:30	M197
October 17, 2018	3:30-4:30	M197
November 14, 2018	3:30-4:30	M197

Spring

January 9, 2019 Learning Week	10:30-11:30	KSC 1000
February 20, 2019	3:30-4:30	M197
March 20, 2019	3:30-4:30	M197
April 17, 2019	3:30-4:30	M197

Chairs

Chair: Christine Tabone

Chair: Felicia Ramirez

Chair: Anne Suzuki

Division ALT Reps

English: Leila Palis

Communication & Humanities: Marilyn Cristiano

Math: Tony Craig

Science: Jenny Wietz

Behavioral Sciences: Julie Lazzara

Library: Paula Crossman

Business: James Loop

Social Sciences: Meggin Kirk

Counseling: Jim Rubin

Health: Mary Lou Lauer

Fine Arts: Tomi Johnston

Student Life: Mike Ho

VP of Academic Affairs: Eric Leshinskie

Dean of Academic Affairs: Doug Berry

Institutional Effectiveness: John Snelling, Heather Stevens

Learning Opportunities:

AAC&U General Education and Assessment Con., Feb. 14-16, 2019, San Francisco

HLC Annual Conference, April, 2019, Chicago



Assessment for Learning Team (ALT) Meeting  
Wednesday, September 20, 2018 M197 3:30-4:30

- I. Welcome new members
- II. Updates
  - a. Assessment Program docs
  - b. Website
  - c. GEA student inventory
  - d. District assessment group meeting hosted by PVCC on October 5, from 1:00-3:00 in Q 120b
  - e. Assessment Extravaganza Sep. 28, 8:30-2:00, Q120
- III. Rubric reboot
  - a. GEA rubrics infused with critical thinking
    - i. October 17, feedback deadline
  - b. Personal Development and Wellness Rubric
    - i. Glossary
    - ii. Tool
- IV. Improving the assessment process
  - a. Increasing & sustaining participation
  - b. What are you observing in your Division?

Meeting Minutes: Assessment for Learning Team (ALT) Meeting  
 Wednesday, September 20, 2018 M197 3:30-4:30

- I. New members were introduced and welcomed.
- II. Christine and Felicia provided updates on work that was completed over the summer. Heather and Christine shared information related the ASU Assessment Conference they attended on September 6.
- III. The team reviewed and approved the updated Assessment Program and Process document.
- IV. The team discussed, but did not reach an agreement on strategies for increasing participation. Suggestions included:
  - a. Rotating ALT reps
  - b. Division chair meetings with RFP one-on-one to discuss and assessment plans and projects
  - c. Make learning week sessions mandatory
  - d. Review RFP overload if faculty member does not document assessment efforts
  - e. Demonstrate collective impact of assessment efforts- show data connections
- V. Action Item: Each team member will solicit feedback from their division. They may choose their own method such as: Meeting one-on-on, creating a survey, distributing a worksheet, or discussion in a division meeting. Feedback is due at the next meeting on October 17 at which point ALT will approve the rubrics to be uploaded into GEA.
- VI. Important Dates:
  - a. District assessment meeting Oct. 5, 1:00-3:00, Q120b
  - b. Assessment Extravaganza Sep. 28, 8:30-2:00, Q120
  - c. ALT Meetings Oct. 17, Nov. 14

Present	<b>ALT Chairs</b>	
X	Chair	Christine Tabone
X	Chair	Felicia Ramirez
X	Chair	Anne Suzuki
	<b>Division ALT Reps</b>	
X	English	Leila Palis
X	Communication & Humanities	Marilyn Cristiano
X	Math	Tony Craig
X	Science	Jenny Weitz
X	Behavioral Sciences	Tom Shmidt
X	Library	Paula Crossman
X	Business	James Loop
X	Social Sciences	Meggin Kirk
X	Counseling	Jim Rubin
X	Health	Mary Lou Lauer
	Fine Arts	Tomi Johnston
	VP of Academic Affairs	Eric Leshinskie
X	Student Life	Mike Ho
X	Dean of Academic Affairs	Doug Berry
	Institutional Effectiveness	John Snelling
X	Institutional Effectiveness	Heather Stevens
	<b>Guests</b>	



Assessment for Learning Team (ALT) Meeting  
Wednesday, September 20, 2018 M197 3:30-4:30

- I. Updates
  - a. District assessment group meeting
  - b. Assessment Extravaganza
  
- II. Rubric reboot
  - a. GEA rubrics infused with critical thinking feedback
  - b. Division Feedback
  - c. Action Item-Plan for changes:

Next Meeting: Nov. 14, 3:30-4:30

Assessment for Learning Team (ALT) Meeting Minutes  
Wednesday, September 20, 2018 M197 3:30-4:30

Updates: Felicia and Christine provided an update on the information presented at the District assessment group meeting. There was an overall interest in the GEA online tool. Christine and Felicia will follow up with Marc Varner and Corey Weidner to discuss making the technology available to other colleges

Assessment Extravaganza: Doug, Anne, Felicia and Christine shared the results of the extravaganza. Twenty-eight faculty and student affairs professionals attended the event. Participants engaged in various learning activities designed to help them become familiar with the General Education Learning Outcomes and assessment processes. One of most beneficial parts of the event was the time spent in the computer lab designing assessment projects for this academic year. Participants asked for similar lab workshops in the future to help with assessment planning, implementation, reporting results, and using assessment results to make improvements. The Assessment Extravaganza was also cost effective, because it was approximately 1/10 of the budget allocated for professional growth over the summer at the League of Innovation Learning Summit (June 13-14).

Feedback from ALT reps on rubric changes:

- Com/Hum: Changes approved
- Fine & Performing Arts: Changes approved
- English: Faculty felt that the infusion of critical thinking standards was positive, no other feedback provided
- Counseling: Changes approved
- Library: Changes approved, faculty would like to clarify Info Lit rubric at a later date
- Science: Changes approved, still reaching out to some individuals
- Behavior Sciences: Changes approved, editing notes provided, will follow up rep
- Business: Changes approved, focus in division is on increasing participation
- Social Sciences: Changes approved
- Student Life: Changes approved, focus on increasing general awareness of outcomes
- Admin: Changes approved

Special Accreditations and Assessment: Doug shared that two of PVCC's occupational programs with special accreditation are on probation. He emphasized the importance of assessment as a learning centered college and for accreditation purposes. ALT reps acknowledged the significance of assessment and will reinforce the need to assess for continual improvement to their respective divisions.

Action Items:

- Felicia and Christine will present the results of the Assessment Extravaganza to PLT on October 25.
- Felicia and Christine will complete the final editing changes to the GEA rubrics and follow up with Marc Varner to update the Assessment for Learning Website and the GEA online tool
- ALT reps will reinforce the need to assess for continual improvement to their respective divisions.
- ALT will identify strategies for communicating with Division Chairs about the significance of assessment for learning, need for consistent participation, and coaching strategies that Division Chairs can apply.

Next Meeting: Nov. 14, 3:30-4:30

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	<b>Division ALT Reps</b>	
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	<b>Guests</b>	



Assessment for Learning Team (ALT) Meeting  
Wednesday, November 14, 2018 M197 3:30-4:30

- I. Feedback on GEA infographic developed by Sam Fraulino
  - a. To communicate the significance of GEA learning outcomes to students more clearly and explicitly.
  - b. To provide a concise tool for learning facilitators to use with students and community members.
  - c. What are potential uses?
  
- II. Review and Revise Assessment ALT Structure

Meeting Schedule for Next Semester:

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- I. Feedback on GEA infographic developed by Sam Fraulino
  - a. The team reviewed a draft of the infographic for the GEA learning outcomes. The team recommended making the tool more visually appealing, decreasing the amount of text, and using icons to represent each of the outcomes. Team members suggested using initials of the learning outcomes as an icon, using the current icons on the webpage, and possibly putting the initials or icons inside a circle or puma head/paw and using the GEA colors. They also suggested making the icons small enough to be used on syllabi, instructional materials, assignments, and cocurricular activities and events in which the GEA outcome will be specifically applied and measured. The team agreed that icons are a separate endeavor than badging. The team will continue with this project in the spring semester.
  
- II. Review and Revise Assessment ALT Structure
  - a. The team reviewed the ALT structure and made revisions to more clearly describe the responsibilities of the chairs and representatives and more explicitly address the role of ALT in promoting the practice of assessment at PVCC. Christine and Felicia applied the team’s recommendations and updated the Assessment Process and ALT Structure document.
  
- III. Celebrating a founding member
  - a. The team celebrated the contributions of Dr. Marilyn Cristiano who has been a pivotal part of the college and the assessment committee. Dr. Cristiano has added a lot of expertise, wisdom, and humor to our work and we wish her well in her retirement.

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