

**2019-2020 ALT (Assessment for Learning Team)**

Meeting Schedule

Fall

August 14, 2019 Learning Week Session (W)	10:30-12:00	KSC 1000
September 18, 2019	3:00-4:00	M197
October 16, 2019	3:00-4:00	M197
November 20, 2019	3:00-4:00	M197

Spring

January 8, 2020 Learning Week	10:30-11:30	KSC 1000
February 19, 2020	3:00-4:00	M197
March 18, 2020	3:00-4:00	M197
April 15, 2020	3:00-4:00	M197

Chairs

Chair: Christine Tabone

Chair: Felicia Ramirez

Division ALT Reps

English: Leonard Macias

Communication & Humanities: David Rubi

Math: Tony Craig

Science: Dara Browning

Behavioral Sciences: Tom Schmidt

Library: Paula Crossman

Business: David Smith

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

Interim Dean of Academic Affairs: Stephanie Polliard

Institutional Effectiveness: John Snelling, Heather Stevens



Assessment for Learning Team (ALT) Meeting  
Wednesday, September 18, 2018 M197 3:00-4:00

- I. Welcome new members
- II. HLC
  - a. Celebrate success of Assurance Review
  - b. Review recommendations
- III. PAR
  - a. Guest Julie Olander
  - b. Consider ways ALT can help support faculty development through clarification of assessment portion of IDP
  - c. Consider organizing a sub-team to work on this project
- IV. Information Literacy Rubric
  - a. Review updates suggested by Paula Crossman
  - b. Discuss plan for implementation

Meeting Minutes: Assessment for Learning Team (ALT) Meeting  
Wednesday, September 18, 2019 M197 3:00-4:00

- I. New members (David Smith, Leonard Macias, Dara Browning) were introduced and welcomed.
- II. Christine and Felicia shared the results of the HLC assurance review regarding Criterion 4. They emphasized the importance of the recommendation to assess program level learning outcomes and the need to prioritize this recommendation.
- III. Julie Olander, PAR facilitator, was a guest and shared some information about the IDP template. The team discussed the IDP assessment section and agreed that there needs to be consistent messaging. Some ideas presented include: (1) creating a scoring rubric for the assessment section that can be used by PARC and inviting PARC to collaborate on the develop of such a tool, (2) using the same language as the forms in GEA for the assessment section, (3) creating a canvas module for training regarding assessment, (4) ensuring that PARC members have solid understanding of the assessment philosophy and process at PVCC. The team took a vote to determine whether or not ALT should take on the project of clarifying expectations for assessment in the IDP/PAR process. The vote result was: 9 in favor, 1 abstain, and 0 opposed. Julie Olander offered to share this information with Eric Leshinskie and follow up with Christine and Felicia.
- IV. Important Dates:
  - a. Assessment Labs: Oct. 30, 3:30-4:30 & Dec. 11, 2:00-3:00 pm in Library classroom
  - b. Remaining ALT Meetings this semester Oct. 16, Nov. 20, 3:00-4:00 pm

Present	<b>ALT Chairs</b>	
X	Chair	Christine Tabone
X	Chair	Felicia Ramirez
	<b>Division ALT Reps</b>	
X	English	Leonard Macias
	Communication & Humanities	David Rubi
X	Math	Tony Craig
X	Science	Dara Browning
	Behavioral Sciences	Tom Schmidt
X	Library	Paula Crossman
X	Business	David Smith
	Social Sciences	Meggin Kirk
X	Counseling	Jim Rubin
	Health	Mary Lou Lauer
X	Fine Arts	Tomi Johnston
	VP of Academic Affairs	Eric Leshinskie
X	Student Life	Mike Ho
	Dean of Academic Affairs	Stephanie Polliard
	Institutional Effectiveness	John Snelling
	Institutional Effectiveness	Heather Stevens
	<b>Guests</b>	
X	PAR	Julie Olander



## Meeting Agenda and Minutes

<b>Meeting Name</b>	Assessment for Learning Team
<b>Meeting Date</b>	10/16/2019 <b>Time:</b> 3:00-4:00 pm
<b>Location</b>	M 197
<b>Attendees</b>	ALT reps: Christine Tabone, Felicia Ramirez, Eric Leshinskie, Stephanie Pollaird, Anne Suzuki, Heather Stevens, Leonard Macias, Paula Crossman, Tomi Johnston, Tony Craig, David Smith, Tom Schmidt, Darra Browning, Meggin Kirk, Jim Rubrin, Mike Ho, David Rubi, Health & Exercise Science rep?
<b>Optional Attendees</b>	

### Meeting Purpose

The Assessment of Learning Team (ALT) recommends, facilitates, and supports policies, processes and practices used by the college for assessing learning. ALT is led by faculty and student affairs and consists of representatives from each Academic Division, Student Affairs, Student Services, the Office of Institutional Effectiveness, and Administration.

In support of PVCC Strategic Goals located in [Strategic Plan 2018-2020](#)

*1.1 Ensure quality and access to education programs, learning environment and support services to increase student success, retention, and completion.*

ALT strives to make assessment a sustainable collaborative process that clarifies learning expectations, promotes meaningful dialogue and transparency, uses evidence to improve learning, and facilitates organizational change.

*2.3 Align occupation programs, courses, and skills with current workforce needs.*

The General Education Learning Outcomes help students develop the skills necessary for 21st century workforce demands and assessed across the college in academic, occupational, and co-curricular contexts.

### Meeting Agenda

1. Minutes from prior meeting were sent via email
2. PAR
  - a. Applying GEA form structure and language to PAR (Instructions)
  - b. Rubric for scoring/clarifying expectations
3. Next Meeting Time: November 20, 3:00 pm

### Project Status/Initiatives

PAR Rubric



Meeting Minutes:

Attendance
Present: Felicia, Christine, Mike, Tomi, David S., Meggin, Jim R., Guest: Julie Olander

1. **Christine and Felicia shared that the Info Lit rubric discussion was moved to the next meeting to adjust for Paula’s Schedule.**
  
2. **PAR**
  - a. **Julie provided a brief overview of the current system used by PARC (Peer Assisted Review Committee) and Felicia and Christine described the goal of applying consistent GEA form structure and language to PAR.**
  - b. **Felicia explained the “assessment for learning” document, which is meant to describe the purpose of assessment, function of assessment at PVCC and steps for completing assessment projects.**
  - c. **The team reviewed a sample rubric developed by Julie and a template Christine and Felicia. The team discussed the two rubrics and integrated the concepts into a working template. The team put emphasis on clearly describing the three parts of the assessment process as described in the GEA form. The team agreed to continue working on the rubric.**
  
3. **Next Meeting Time: November 20, 3:00 pm**

Action Items	Assigned	Task	Comments	Due Date
	Jim	Develop a draft of row 2a, 2b of the rubric	Please develop draft and send to Felicia by the 15th so that we can make copies prior to meeting	Friday, Nov. 15
	Darra	Develop a draft of row 1 of the rubric	Please develop draft and send to Felicia by the 15th so that we can make copies prior to meeting	Friday, Nov. 15
	Felicia, Christine, Meggin, Tomi	Develop a draft of row 3 of the rubric	Please develop draft and send to Felicia by the 15th so that we can make copies prior to meeting	Friday, Nov. 15
	Felicia and Christine	Update GEA form to include rationale in part 1 and impact in part 3		Nov. 15



## Meeting Agenda and Minutes

<b>Meeting Name</b>	Assessment for Learning Team
<b>Meeting Date</b>	11/20/2019 <b>Time:</b> 3:00-4:00 pm
<b>Location</b>	M 197
<b>Attendees</b>	ALT reps: Christine Tabone, Felicia Ramirez, Eric Leshinskie, Stephanie Pollaird, Anne Suzuki, Heather Stevens, Leonard Macias, Paula Crossman, Tomi Johnston, Tony Craig, David Smith, Tom Schmidt, Darra Browning, Meggin Kirk, Jim Rubrin, Mike Ho, David Rubi, Health & Exercise Science rep?
<b>Optional Attendees</b>	

### Meeting Purpose

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ALT strives to make assessment a sustainable collaborative process that clarifies learning expectations, promotes meaningful dialogue and transparency, uses evidence to improve learning, and facilitates organizational change.

*2.3 Align occupation programs, courses, and skills with current workforce needs.*

The General Education Learning Outcomes help students develop the skills necessary for 21st century workforce demands and assessed across the college in academic, occupational, and co-curricular contexts.

### Meeting Agenda

- 1. Minutes from prior meeting were sent via email**
- 2. Update from District Assessment Collaborative Meeting (Tuesday 11/19)**
- 3. Recommended updates to Form descriptions in GEA**
- 4. PAR**
  - a. PAR IDP Rubrics from other colleges: SMCC, GCC**
  - b. Update for assessment section of IDP**
- 5. Next Meeting Time: Spring: Learning Week TBD,  
Feb. 19, March 18, April 15, 3:00 pm**

### Project Status/Initiatives

PAR Rubric



Meeting Minutes:

Attendance
Present: Felicia, Christine, Mike, David S., Meggin, Jim R., Anne S., Stephanie P., Paula, Tony, Darra, Leonard, Tom,

- Christine and Felicia shared an update from the District Assessment Collaborative meeting. Across Maricopa Colleges there different assessment priorities, processes, and challenges. Three colleges have hired or in the process of hiring a full time assessment director/coordinator. While the colleges are in different time tables in relation to the HLC reaffirmation process, all the colleges are working to demonstrate effectiveness in assessment. More meetings will be held in Spring to address some common themes across the colleges.**
- GEA form revision-The team reviewed suggested revisions to the GEA form and discussed ways to clearly describe the three part process. The team made additional updates and Christine and Felicia will ask Marc Varner to update the form for the Spring 2020 semester.**
- PAR- The team reviewed the RFP sections addressing the FEP and PAR IDP, a sample rubric from SMCC, a sample from GCC, and a draft of the PVCC Faculty Assessment Support Form. The team recommends that the rubric should be a supplement to the PARC scoring rubric and that it should not be used for the purposes of “non-renewal” or “renewal with concerns” since assessment is not explicitly required in the RFP Areas for Evaluation (3.6.2). Felicia and Christine will forward the Faculty Assessment Support Form and ALT’s recommendation to Julie Olander and Dale Heuser.**
- Next Meeting Time: Spring: Learning Week TBD,  
Feb. 19, March 18, April 15, 3:00 pm**

Action Items			
Assigned	Task	Comments	Due Date
Felicia & Christine	Forward Faculty Assessment Support Form		11/21/19
Felicia & Christine	Forward GEA form revisions to Marc Varner		12/11/19





<b>Action Items</b>			
<b>Old</b>	<b>Proposed</b>	<b>Comments</b>	<b>Due Date</b>
"Briefly describe your assessment project"	Describe the purpose of the project and provide a rationale. For example: What problem are you trying to solve? How are you hoping to help students? What inspired you to focus on this particular area?		
		Please develop draft and send to Felica by the 15th so that we can make copies prior to meeting	Friday, Nov. 15
Felicia, Christine, Meggin, Tomi	Develop a draft of row 3 of the rubric	Please develop draft and send to Felica by the 15th so that we can make copies prior to meeting	Friday, Nov. 15
Felicia and Christine	Update GEA form to include rationale in part 1 and impact in part 3		Nov. 15



## Meeting Agenda and Minutes

<b>Meeting Name</b>	Assessment for Learning Team
<b>Meeting Date</b>	2/19/2020 <b>Time:</b> 3:00-4:00 pm
<b>Location</b>	M 197
<b>Attendees</b>	ALT reps: Christine Tabone, Felicia Ramirez, Eric Leshinskie, Stephanie Pollaird, Anne Suzuki, Heather Stevens, Leonard Macias, Paula Crossman, Tomi Johnston, Tony Craig, David Smith, Tom Schmidt, Darra Browning, Meggin Kirk, Jim Rubrin, Mike Ho, David Rubi, Health & Exercise Science rep?
<b>Optional Attendees</b>	

### Meeting Purpose

The Assessment of Learning Team (ALT) recommends, facilitates, and supports policies, processes and practices used by the college for assessing learning. ALT is led by faculty and student affairs and consists of representatives from each Academic Division, Student Affairs, Student Services, the Office of Institutional Effectiveness, and Administration. In support of PVCC Strategic Goals located in [Strategic Plan 2018-202](#) ALT strives to make assessment a sustainable collaborative process that clarifies learning expectations, promotes meaningful dialogue and transparency, uses evidence to improve learning, and facilitates organizational change. (Strategic goal 1.1)The General Education Learning Outcomes help students develop the skills necessary for 21st century workforce demands and assessed across the college in academic, occupational, and co-curricular contexts.(Strategic goal 2.3)

### Meeting Agenda

1. Minutes from prior meeting were sent via email
2. Keeping PVCC informed on a National level.
  - a. ASSESS is brought to you by the [University of Kentucky Department of Educational Policy Studies & Evaluation](#) and is managed by the UK College of Education in collaboration with the Association for the Assessment of Learning in Higher Education (AALHE).
3. Student Affairs Assessment Course Invitation (Felicia)
  - a. [Student Affairs Assessment Leaders](#) & [National Louis University's](#) free assessment MOOC: Applying & Leading Assessment in Student Affairs. 8-module, self-paced course starts Feb 24-April 19.  
<http://studentaffairsassessment.org/online-open-course>
4. Division Chair Form
  - a. Review current form & Review proposed changes and amend
  - b. Review Division Chair Tips
5. **Next Meeting Time: March 18, April 15, 3:00 pm**



**Project Status/Initiatives**

Meeting Minutes:

Attendance			
Present: Felicia, Christine, Mike, Meggin, Jim R., Tony, Darra, Tom, Tomi,			

1. Felicia is part of an ASSESS listserv that is for assessment directors/leaders/researchers at colleges and universities across the country. The listserv is managed by the University of Kentucky in collaboration with the Association for the Assessment of Learning in Higher Education (AALHE). Felicia monitors the listserv for themes related to challenges that PVCC experiences regarding assessment, ways to collaborate with other assessment colleagues, resources to help PVCC’s assessment practices, and further learning regarding the scholarship of assessment to share with PVCC’s ALT.
2. Felicia and Christine shared a professional development opportunity and invited committee members to participate. The free MOOC is offered by the [Student Affairs Assessment Leaders](#) & [National Louis University](#). The course is Applying & Leading Assessment in Student Affairs. 8-module, self-paced course starts Feb 24-April 19. Mike Ho shared that he is also taking the course along with Norma Chandler, Kathaerine Johnson, and perhaps others in student affairs. If anyone wants to engage in collaborative learning sessions as they complete the course, please contact Felicia.
3. The team continued its work to clarify language and expectations in assessment forms by reviewing the current Division Chair Assessment form, which is completed annually by Division Chairs. Felicia and Christine proposed changes to some of the questions. The team discussed the proposed changes, made recommendations for further revisions, and agreed the updates will make the form more meaningful as an assessment reflection and planning tool. The team also reviewed and modified a document titled Assessment Tips for Division Chairs to provide guidance for assessment coaching. Christine and Felicia will finalize the forms based on the team’s feedback and request that Marc Varner make the changes in the GEA Online Tool for use by Division Chairs at the end of the academic year. Jim Rubin suggested that ALT might want to review completed Division Chair forms in an ALT meeting next year.
4. **Next Meeting Time: March 18, April 15, 3:00 pm**

Action Items			
Assigned	Task	Comments	Due Date
Felicia & Christine	Forward GEA form		March 31,



	revisions to Marc Varner		2020

<b>Action Items</b>			
<b>Old</b>	<b>Proposed</b>	<b>Comments</b>	<b>Due Date</b>