

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #308)
President's Conference Room
2 p.m. Friday May 2, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Steven Alvarez (BOT Student Rep.), Joseph Benavente, Ines Bukikosa, Dr. Elizabeth Diego, Karen Dumchus, R. Gary Hartz, Joachim (Peter) Roberto and Katsuyoshi Uchima

Members absent: Vangie M. Aguon (Meeting), Johanna Camacho, Ava Garcia and Yvonne Tam (Leave).

III. Approval of prior minutes: IT WAS MOVED BY R. GARY HARTZ TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #307) FOR APRIL 25, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 3

- Medium Heavy Truck Diesel Technology Certificate, Program Unit Level Assessment Report (Rated RS on 3/21/2014) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY JOACHIM (PETER) ROBERTO. Motion carried.
- Medium Heavy Truck Diesel Technology Certificate, Course Unit Level Assessment Report (Rated RS on 3/21/2014) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY JOACHIM (PETER) ROBERTO. Motion carried.

Team 4

- Automotive (Collision Repair & Refinishing Technology) Secondary, Program Unit Level Assessment Plan (Rated RS on 3/21/2014) – ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive (Collision Repair & Refinishing Technology) Secondary, Course Unit Level Assessment Plan (Rated RS on 3/21/2014)

Data Collection/Implementation Status – No Rating from CCA

- Computer Networking AS, Program & Course Unit Level Implementation Status

- Computer Science AS/Certificate, Program & Course Unit Level Implementation Status
- Construction Trades Department Courses, Course Unit Level Implementation Status
- Civil Engineering Technology AS, Program & Course Unit Level Implementation Status
- Pre-Architectural Drafting AS/Certificate, Program & Course Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – No meeting with Patty, nothing to report.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- CCA Voting – Listed below are the winners for the AY2013-2014 assessment awards. Members also signed the *Code of Responsibility* form.
 - Best Administrative Unit Effort Award – *Materials Management*
 - Best Assessment Model Award *1st Place – Medical Assisting AS/Certificate) and 2nd Place – Continuing Education & Workforce Development)*
 - Best Instructional Program Effort Award-Postsecondary – *Automotive Service Technology AS/Certificate*
 - Best Instructional Course Effort Award Postsecondary – *Social Science & Criminal Justice/Department Courses*
 - Best Instructional Program Effort Award-Secondary – *Marketing (Secondary)*
 - Best Instructional Course Effort Award-Secondary – *Health Careers & Sciences*
 - Best Student Services Effort Award – *Assessment and Counseling*
 - Commitment to Assessment Award – *1st Place Health Services Center and 2nd Place Learning Resources Center*
 - Committee on College Assessment Choice Award – *1st Place Criminal Justice AS/Certificate and 2nd Place Construction Trades Department Courses*
- CCA By-Laws/Update - Recommendations from committee members will be incorporated into the by-laws. Details will be discussed later. The committee voted for Katsuyoshi Uchima to be the Chair Elect for AY2015-2016.

- Committee Goals & Recommendations for AY2014-2015

Accomplishments for the Academic Year

- Increase CCA Membership
- CCA comprehensive Campus Training
- CCA Retreat in Fall 2013, Spring 2014
- TracDat Upgrades
- Incorporate other Units
- New assessment award categories created, adopted, and awarded

Challenges during the Year:

- Training provided with little participation
- Overextended committee resources
- TracDat: not easy to navigate, not user-friendly
- Difficulty in recruiting new members
- Difficulty in retention of members
- Lack of automated processes, too many manual data entries

List goals & recommendations for the next academic year AY2014-2015

- Update bylaws to recognize new job specs and so on; Regular CCA Retreats; Explore graduate credit (1) for assessment work completed (another incentive); Try out bi-monthly meetings
- Review Assessment Management Systems-integration of campus curriculum Acalog systems; TracDat Upgrade
- Continue to Sustain Campus Assessment:

- Assessment Leadership Summit (September 19, 2014/D-Wing) Update & Recommendations

- Increase CCA choice award nominees
- Increase assessment productivity;
- Explore one to two day retreat for campus assessment (use the summit to kick off this idea) which will provide a means for CCA to review all assessment input one time and have more time for meaningful feedback for improvements.

- Agenda Items for Next Meeting –

VI. Next Meeting – August 29, 2014 in PCR

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.