

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #311)
President's Conference Room
2 p.m. Friday September 26, 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, Elmarie Anderson (BOT Student Representative), Joseph Benavente, Ines Bukikosa, Dr. Elizabeth Diego, Doris Manibusan, Joachim (Peter) Roberto, Catherine Solidum, Yvonne Tam and Katsuyoshi Uchima

Members absent: Ava Garcia and R. Gary Hartz (Leave)

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #310) FOR SEPTEMBER 5, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 3

- Project Aim, Student Services Unit Level Assessment Report – Table

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will schedule a meeting with Norma.
- CFS from review teams due to AIER the Monday after CCA's Rating – No rating.
- CFS from authors due to AIER two Mondays after CCA's Rating

V. New Business

- Curriculum Review Cycle – An annual curriculum review cycle was developed and posted on MyGCC which mirrored the 2 Year Assessment Cycle. All curriculums should be current by the next accreditation visit in March of 2018. Clarification on the approval process was discussed
- TracDat Data Input Memo – The new TracDat Input Memo is in TracDat and in MyGCC in the AIER page, under AIER Resources. AIER will not receive the TracDat Data Input Memo if it is not in the new format.
- Team Assignments – CCA members welcomed the new CCA members. They are Catherine Solidum from MIS, Doris Manibusan from the Dean's Office, Gil Yanger from Construction Trades and Elmarie Anderson, the BOT Student Representative. Listed below is the breakdown of the teams.

- Team 1: Joe Benavente, Dr. Elizabeth Diego & Katsuyoshi Uchima
- Team 2: Vangie Aguon, Ines Bukikosa, Ava Garcia & Doris Manibusan
- Team 3: Elmarie Anderson, Marlena Montague, Peter Roberto & Yvonne Tam
- Team 4: R. Gary Hartz, Catherine Solidum, Gil Yanger & Zhaopei Teng
- Spring 2015 Assessment Day (For Discussion) – The CCA members agreed that February 20, 2015 will be the *Spring 2015 Assessment Day*. Members also agreed to invite COPSA students to participate in this event. KATSUYOSHI UCHIMA MOTIONED, 2ND BY JOE BENAVENTE. Motion carried.
- By-Laws (Leadership) – The By-Laws need to be updated to recognize leadership positions. Discussions will continue in the next meeting.
- One of CCA members reported that there is confusion on who reviews and ensures that SLOs are measureable. It is reported that several members from LOC indicated that their job is to ensure that the process is followed and have never been given guidelines on SLOs. Some of CCA members believe that their role is to ensure that the SLOs match what is in the GCC catalog. CCA members discussed who is responsible for the quality assurance of the SLOs, The committee recommended that CCA Chair send an email to the AVP to ask for clarification on this matter

VI. Agenda Items for Next Meeting

- Reminder of Assessment Deadline, Oct. 13, 2014.
- Update By-Laws
- SLO Review (Who is Responsible?)

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