

**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**  
**MINUTES (Update #266)**  
**President's Conference Room**  
**2 p.m. Friday September 7, 2012 (Fall 2012 Term)**

**I. Call to Order – 2:00 p.m.**

**II. Roll Call**

**Members present:** Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Joseph Benavente, Dr. Michael Chan, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

**Members absent:** Norman Aguilar, Ines Bukikosa, Doris Perez, and (Student Representative)

**III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #265) FOR May 11, 2012 BE APPROVED. Motion carried.**

**Programs/Units Electronic Rating Recommendations**

**Team 1:**

- Introduction to Health Occupations, resubmitted course level assessment plan – The “Task” was not assigned and the SLOs need to be linked to “Related Goals”. Also, some “Goals” are incomplete. DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**Team 2:**

- Hotel Operations & Management, resubmitted program level assessment report – The author needs to have files in PDF format. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried

**Team 3:**

- Marketing AS, program level assessment plan – The end dates need to change. Percentages for “data collection” is needed for the SLOs. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN. Motion carried.

**IV. Old Business -**

- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei will speak with Gary Hartz.
- CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to AIER by 5 p.m.
- Review teams' average time reviewing assessment plans and reports – Marlana reminded the members to keep track of their time spent reviewing documents for CCA. This will ensure that accurate time spent is reported at

the end of the semester or at the end of the academic year. Members can send their calendar of time spent with authors to AIER.

- Review process flow chart – All documents that were in the AIER website was moved to TracDat. CCA members can find the agenda and minutes in TracDat. Members were also asked to inform AIER if documents are missing in TracDat so that AIER can upload them. The Flowchart was emailed to members prior to Priscilla leaving. If changes need to be made to the Flowchart, it will be discussed in the next meeting.

#### **IV. New Business**

- CCA welcomed Joachim (Peter) Roberto for joining the committee.
- Zhaopei informed the members that CCA has scheduled its weekly meeting for the entire semester. The meeting will take place every Friday at 2 p.m. in the PCR. If a meeting is cancelled, an email will be sent out to members.
- At this time, CCA committee has only 10 members. Zhaopei is concerned that there are not enough members. Marlana will follow up with Dr. Ray to see if he has appointed anyone to CCA. Zhaopei had asked other faculty if they were interested in joining CCA but there was no response. Marlana reported that AIER will prepare a memo to Dr. Ray with the new members of CCA and will also provide a copy to Faculty Senate.
- Marlana asked for ideas to help reduce the work for CCA members. One suggestion was to eliminate “data collection”. Authors also had problems with scanning of documents. Marlana suggested that if help in scanning is needed, send the documents to AIER.
- No one was assigned to Team 3. Marlana said that if the only CCA members are going to be the people present in today's meeting, then there is no other choice but to split the work into 3 teams. Marlana however is confident that Dr. Ray will assist by appointing new members to the committee. There are not many people interested in joining CCA because they know that there is a lot of work to be done. Yvonne mentioned that there is no compensation for people teaching secondary, there is only the evaluation process. As for postsecondary, there is a release time but she doesn't receive that either. Kat indicated that “release time” for secondary needs to be revisited. Zhaopei is aware that there is a lot of time spent outside assessing reports for CCA. Marlana reported that GCC is at level 4 which is the highest level in the ACCJC rubric. Other schools are struggling; they don't even have an assessment cycle to follow so they can't hold people to deadlines. GCC has everything established, that's why everything is so cumbersome. Marlana said CCA will find a way to continue the quality of work that has to be done. She will find ways to make it easier on everyone. An example is to automate some features in TracDat. Marlana has already started a conversation with the vendor. The CFS also needs to be electronic. An example is the checking of the goals. Marlana will bring this to the table next week.
- All courses are required to have at least 1 SLO assessed. Every department should be able to divide the work up.

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- Zhaopei reminded members that October 8, 2012 is the assessment deadline. Kat indicated that the Business office is due in November.
- Marlana invited members to attend the TracDat workshops that are ongoing. Dr. Mike Chan has been assisting Marlana with the trainings.

**V. Agenda Items for Next Meeting**

**VI. Next Meeting – September 14, 2012**

**VII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 2:50 p.m.**