

**STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College**

DUE DATE:

Submission Date: 1/17/18

Year: 2016-2017

Committee Name: Assessment Committee

Committee Chair:
Elizabeth Carney

Committee Members: Dustin Bates, Jennifer Bown, Elizabeth Carney, Jil Freeman, Darlene Geiger, Dawn Hendricks, Donna Larson, Kelly Mercer, Dave Mount, Lisa Nielson, Lisa Reynolds, Lisa Wang, Bill Waters, and Mary Jean Williams.

College Council Liaison: Elizabeth Carney

Location of Minutes: F:\Assessment Planning\Minutes

Committee Meeting Schedule: First Friday of the month, 1:30 – 3:00

Committee Rotation Schedule: Undecided

Charge of Committee:

The purpose of the Assessment Committee is to provide consultation and recommendations regarding the academic assessment process and policies at CCC. The Committee reviews the assessment process and activities at CCC in order to note effective practices, identify any areas for improvement, and build capacity for useful, faculty-led academic assessment.

The committee is tasked with the following responsibilities:

- Promote and maintain faculty governance of the academic assessment process, specifically, but not limited to, program assessment.
- Provide direction and boundaries for academic program assessment practices, drawing from the national assessment conversation, best-practice literature, engagement with CCC faculty and administration, and the local needs and context of CCC academic programs.
- Make recommendations to the administration and relevant offices and committees regarding policies and practices that involve assessment.
- Make recommendations to the administration and relevant offices and committees regarding needs for resources and professional development programming for assessment.
- Provide feedback directly to programs about their assessment practices based on peer-review criteria determined by the Assessment Committee. Feedback to programs is formative in nature, aimed at supporting programs in improving their assessment process.
- Annually review CCC's assessment practices and report a summary of those practices along with recommendations to the Mission Fulfillment Committee. In determining the focus and structure of the report, the Assessment Committee considers its committee-defined direction and boundaries for assessment practices (see bullet #2 above) as well as considering the accreditation reporting and other needs of the Mission Fulfillment Committee.
- The Committee does not have responsibility for enforcing faculty compliance with required assessment work. For example, if the Assessment Committee report to the Mission Fulfillment Committee shows that some programs are not doing required assessment work, the follow-up

falls with the administration.

Mission Statement of Committee:

Guide and support faculty-led academic assessment at CCC and promote a culture of engagement with teaching and learning.

Goals/Objectives for Year:

The landscape of assessment work at CCC changed in Fall 2016 after the college received a public Warning from our regional accrediting agency, NWCCU, with the message that we needed to improve our assessment processes and the integration of assessment into our planning and budgeting within the next 1-3 years or the college could be placed on Probation status. At the same time, the college created a new full-time faculty position to coordinate assessment and this person was also charged with chairing the assessment committee. During the Fall 2016 and Winter 2017 terms, the assessment committee did not meet because the Dean of CPR, the assessment coordinator, and the assessment coaches were all focused on implementing the college's emergency response to the NWCCU Warning which included mandated assessment work by newly-formed faculty assessment teams. The assessment committee re-formed in Spring 2017 and its work since then has largely been to respond to this new assessment landscape by updating its charter, establishing goals, and beginning work on tasks to achieve those goals.

- Update the assessment committee charter - mission, purpose, scope.
- Recruit new members.
- Clarify the role of the committee and its members.
- Gain a shared understanding as a committee of the results of academic assessment work done Fall 2016-Spring 2017 and our response to the NWCCU's Warning.
- Gain a shared understanding of accreditation requirements for assessment and annual reporting needs.
- Create forms to be used by assessment teams for reports and assessment plans.
- Establish due dates for forms and other requirements through Fall 2018.
- Develop a statement of CCC's assessment values.
- Develop criteria, reflecting our assessment values, which the committee can use to measure the development of our assessment processes as a college and to provide feedback to academic assessment teams on their annual reports and plans.

Other Issues Dealt With, if applicable:

Outcomes of Year's Goals and Objectives:

- Updated the assessment committee charter - mission, purpose, scope.
- Recruited new members.
- Held a committee discussion, agreed to and documented description of the role of the committee and its members.
- Chair presented to the committee a portion of the Board report on the results of academic assessment work done Fall 2016-Spring 2017 and our response to the NWCCU's Warning, and

we discussed the results.

- Discussed accreditation requirements for assessment and annual reporting needs.
- Created forms to be used by assessment teams for reports and assessment plans.
- Established due dates for forms and other requirements through Fall 2018.
- Did some reading, brainstorming, and discussion toward the goals of creating a statement of CCC's assessment values and developing criteria which the committee can use to measure the development of our assessment processes as a college and to provide feedback to academic assessment teams on their annual reports and plans. We will follow up on this at our next meeting.

Current and Future Issues:

- Finish work on criteria for assessment quality and develop a process to provide constructive feedback to assessment teams.
- Working with the Mission Fulfillment Committee, determine needs for a summary of annual reports, and develop a process and roles & responsibilities within the committee.
- Advise the update of CCC webpage about assessment and any other online information that the accreditation evaluators will see in Spring 2019 for our Year 3 Review.
- Advise the development of an assessment database to manage reports and other assessment material.
- Advise the planning for CAP day of assessment in April and any assessment activities for Fall Inservice.
- Gain a better understanding of the role of assessment in Guided Pathways and how the committee can support that work.