



HARTNELL COLLEGE

**Outcomes & Assessment Committee  
Meeting Minutes**

**November 23, 2020 • 3:30 p.m. – 4:45 p.m.**

**Zoom: <https://cccconfer.zoom.us/j/96920885180>**

**Members**

Name	Representing	Present	Absent
Dave Beymer	Faculty (PE/Kinesiology)	X	
Brook Foley	Faculty (Counseling)	X	
Toni Gifford	Faculty (Nursing)	X	
Guy Hanna	Classified (LLS&R)	X	
Sachiko Matsunaga	Dean (L&LSR)	X	
Liz Morales	Faculty (Business)	X	
Cheryl O'Donnell	Faculty (Business, CSS)	X	
Dan Petersen	Faculty (English)	X	
Lasha Rodriguez	Faculty (Art)	X	
Johnny Perez	Faculty (Math)	X	

**Guests**

Name	Representing	Present	Absent

**CALL TO ORDER:** The meeting was called to order at 3:37 p.m. by Cheryl O'Donnell. Meeting was conducted via Zoom due to the shelter-in-place order.

**ACTION ITEMS:**

1. **Approval of Agenda:** The 11.23.2020 agenda was approved as written.
2. **Approval of Minutes:** Minutes for the 11/09/20 meeting were approved.

**INFORMATION/DISCUSSION/PRESENTATIONS**

**1. Online Assessment Workshop Opportunities for Spring 2021 Semester**

- a. Cheryl kicked off the discussion by asking committee members what were things that they would like to learn about online assessment or what were things they had learned during the fall semester that might be valuable to share with other faculty. Some of the responses shared included:
  - i. Recognizing the importance of using discussions to build community
  - ii. One hour of f2f does not equate to one hour of work in the online environment. How do we validate or prove that we are meeting hours when we create the online class?
  - iii. Some students made comments that there were too many videos presented in the class and this struck the faculty member as odd.

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- iv. Canvas Studio is a good tool to use for assessment. You can embed questions throughout the video as checking points for learning.
  - v. We can use a Canvas shell to create and provide assessment resources for faculty to use. Teachers could add and share resources. The committee supported this idea.
- b. Cheryl suggested that the committee might send out some helpful links to faculty that could be viewed over the winter break. Guy said he had a list of about 15 and thought we could put something together to share before the semester ended.
- 2. Assessment Calendars for Spring 21 – Spring 23**
- a. Cheryl asked for input from the committee as to when to send assessment calendars to faculty. Since the semester was wrapping up shortly after the Thanksgiving break, she proposed that she could make an announcement at the Flex Day presentation to inform faculty that calendars would be coming out within the first few weeks of the semester. The committee suggested a due date of March 19 before spring break starts. Toni requested that the NRN faculty be given their calendar before the end of the semester so they could plan their assessments and have dates to include in their syllabi. Cheryl will send early to the NRN faculty.
- 3. Data Load Update**
- a. Guy reported that for the Fall 2020 data load we would be using the same data elements as in the previous assessment cycle. There would not be time to configure the script for the data load to include the new data elements voted on in the previous meeting. Cheryl and Guy will be meeting with IT before the end of the semester to begin discussing what needs to be done to include the new elements.
- 4. Next Steps for Value Rubric Project**
- a. The committee discussed how to best approach next steps now that the elements for each of the Core Competency rubrics have been approved. One suggestion was to attend area meetings. Johnny mentioned that in his area there are many disciplines and he would like to be able to discuss with the math faculty what their input would be. It was suggested that we might use Google Docs and share with the appropriate discipline faculty. Each discipline could fill in criteria for the different achievement levels and then the O & A committee could review.
- 5. Committee Handbook Page**
- a. The meeting was slightly delayed at this point because Cheryl was kicked out of Zoom and could not get back in. Eventually she resumed using a laptop and the committee took a quick look at the existing handbook page which dates back to 2013. Cheryl will send a copy to members for review and the committee will make changes at the first meeting in the spring on February 8, 2021. Some things to consider are:
    - i. Adding oversight of Core Competency assessment as a committee responsibility
    - ii. Addressing the oversight of SAOs for campus.

**ADJOURNMENT:** The meeting concluded at 4:32 p.m.

**NEXT MEETING(S):** February 8, 2021

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