

CNAS Assessment Committee (CNAS-AC)  
August 29, 2014 (11 am, @ ALS 202)  
Tentative Agenda

Recorder:

1. Call to Order
2. Approval of Minutes:
  - 2.1 May 9, 2014
3. Announcements
  - 3.1 Updates from UAC (Alicia, Maika)
    - 3.1.1 Dr. Stephen Hundley Workshop
    - 3.1.2 Annual Assessment Inventory
  - 3.2 Updates from Dean (Alicia)
  - 3.3 Update on QR (Frank)
  - 3.4 Update from GERC (Dan)
  - 3.5 Update from FS (Prem, Kate)
  - 3.6 Update from CNAS-AAC (Carl)
4. Old Business and Continuing Business
  - 4.1 Tracdat Update/Other Assessment:
    - 4.1.1 Biology (Frank, Kate)
    - 4.1.2 Chemistry (Maika)
    - 4.1.3 CS/CIS (Carl)
    - 4.1.4 Math (Grazyna, Takenouchi)
    - 4.1.6 Tropical Agriculture (Prem)
    - 4.1.7 CFS (?)
5. Syllabi standard requirement
  - 5.1 Update from programs
6. New Business
  - 6.1 Evaluation of Program Annual Assessment Inventory
  - 6.2 WASC Visit
7. Meeting dates and time
8. Next Meeting
9. Adjournment

CNAS Assessment Committee (CNAS-AC)  
September 19, 2014 (11 am, @ ALS 202)  
Tentative Agenda

Recorder:

1. Call to Order
2. Approval of Minutes:
  - 2.1 August 29, 2014
3. Announcements
  - 3.1 Updates from UAC (Alicia, Maika,)
    - 3.1.1.1 Dr. Stephen Hundley Workshop
    - 3.1.1.2 Annual Assessment Inventory
  - 3.2 Updates from Dean (Alicia)
  - 3.3 Update from GERC (Dan)
  - 3.4 Update from FS (Prem, Kate)
  - 3.5 Update from CNAS-AAC (Carl)
4. Old Business and Continuing Business
  - 4.1 Assessment Updates from, programs
  - 4.2 Data Analysis
5. Syllabi standard requirement
  - 4.1 Sample Syllabi
6. New Business
  - 6.1 WASC Steering Committee Requirement: Quality Assurance and Improvement (Maika)
  - 6.2 College Assessment Workshop
  - 6.3 Indirect Assessment Methods
  - 6.4 CNAS Assessment Website
  - 6.5 Standardized Tests for Alternative Assessment Tools.
  - 6.6 Assessment Institute, October 19-21
7. Next Meeting
8. Adjournment

**Minutes of the CNAS Assessment Committee (CNAS-AC)**

**Meeting Held on September 19, 2014 (11:00AM, @ ALS 202)**

Present: M. Vuki, P. Singh, F. Lee, F. Camacho, G. Badowski, A. Aguon, Y. Takenouchi,

M. Teimoury

Recorder: M. Teimoury

- 1- Call to order: at 11:07 AM
- 2- Approval of Minutes of the Meeting Dated 8-29-2014. Moved to approve with minor revisions.

**New Business and Announcements:**

- 1- It was announced that Jan Fabi was hired as a consultant to assist GERC with Learning Outcome and framework.
- 2- Critical Thinking Assessment Test results of Fall 2014 have been compiled for 457 freshmen class students. Test results of a smaller group during spring 2014 shows a score of 17 percentile as compared with the overall national average. The test result for the larger group of students in the Fall (457 students were tested) is at 21 percentile compared to the overall national average. The reasons for the difference may be due to the time gap when leaving high school.
- 3- The review of the ILOs is currently undertaken by UOG AC.
- 4- Regarding the course Syllabi requirements, SVP memo requires that we should have included ILOs, PLOs, and SLOs into our syllabi, UAC is performing a sampling survey of who is in compliance in including the ILOs, PLOs, and SLOs in their course syllabi. Another survey will be conducted next semester, Spring 2015.
- 5- The Annual Assessment Inventory will be due on October 1<sup>st</sup>. All CNAS programs are requested to use the TracDat 5 column for reporting.
- 6- Chairman requested Dr. Aguon to provide support to input information on TracDat in order to report the assessment Inventory.
- 7- UOG's report on WASC Review is schedule to be ready by November 30, 2014. This will prepare for WASC Offsite review in Spring 2015. The full Onsite Review will be in Spring 2016.
- 8- Dean's Office is reporting that Ground breaking for the Engineering Building is due by 1.5 month.
- 9- GERC presentation in Faculty Senate Meeting. GERC needs to incorporate concerns of the College (CNAS) in above meeting. No vote on the framework is planned if the document is not ready at the Faculty Senate.

**Old Business and General Discussion:**

- 1- CNAS is late in its program review. We have G2G data in excel template.
- 2- Due date for program quality and sustainability report is Mid- October.
- 3- G2G + Master Plan
- 4- Based on the UOG Assessment Workshop, Indirect assessment for our degree program is required. We could explore survey for Alumni and Employers.

Adjournment: Meeting adjourned at 12:11 PM

CNAS Assessment Committee (CNAS-AC)

**October 17<sup>th</sup>, 2014** (11 am, @ ALS 202)

**Agenda**

Recorder:

5. Call to Order
6. Approval of Minutes:
  - 2.2 September 19<sup>th</sup>, 2014
7. Announcements
  - 3.7 Updates from UAC (Alicia, Maika,)
  - 3.8 Annual Assessment Inventory
  - 3.9 Revision of ILO (Clarifying Statement)
  - 3.10 WASC Visit Progress (Maika)
  - 3.11 Updates from Dean (Alicia)
  - 3.12 Update from GERC (Dan)
  - 3.13 Update from FS (Prem)
  - 3.14 Update from CNAS-AAC (Carl)
8. Old Business and Continuing Business
  - 4.1 Syllabi standard requirement
  - 4.2 College Assessment Workshop
  - 4.3 CNAS Assessment Website
5. New Business
  - 5.1 WASC Educational Quality Report (Grazyna)
  - 5.2 WASC Quality Assurance and Improvement (Maika)
  - 5.3 Program Reviews (CNAS status)
  - 5.2 Spring Assessment Plan (Quantitative Reasoning and Critical Thinking)
6. Open forum
7. Next Meeting (Meeting #4)

Date: 11/21/2014
10. Adjournment



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College of Natural and Applied Sciences

Office of the Dean

CNAS Assessment Committee (CNAS-AC)

Friday, October 17, 2014, 11am, ALS-202

MINUTES

(Recorder: A. Aguon)

1. Call to order - Meeting was called to order at 11:17am.

Present – Maika Vuki, Wei Xiao, Leslie Aquino, Grazyna Badowski, Carl Swanson, Jian Yang, Alicia Aguon (recorder), Prem Singh, Masoud Teimoury

2. Approval of Minutes: Review of minutes from Sept. 19, 2014 meeting - Minutes approved with corrections. (Grazyna/Prem)

3. Announcements

- 3.1 Updates from UAC (Alicia, Maika) - Faculty reminded to submit Assessment Inventories due Oct. 1, 2014 per Dee LG, Institutional Researcher. WASC visit is Dec. 16, 2014.
- 3.2 Annual Assessment Inventory – All programs have to upload their annual assessment inventory up into TracDat for WASC onsite review next semester. Carl requested to resend the template.
- 3.3 Revision of ILO Clarifying Statements - Maika reported the UAC is working on ILO clarifying statements to link with what we are doing in programs.
- 3.4 WASC Visit Progress - WASC visit is Dec. 16, 2014; there are 8-9 teams preparing for Review.
- 3.5 Updates from Dean (Alicia) – Program Reviews due; Assessment inventories due by end of semester; Upload all syllabi reflecting ILOs, PLOs, SLOs required in all spring 2015 courses.
- 3.6 Update from GERC (Dan) – Prem announced the next senate meeting will call for the vote on a GERC framework resolution. Dan returning 10/20/14.
- 3.7 Update from FS (Prem) - Spring WASC visit is the off site review with 8-9 teams preparing for the review.
  
- 3.8 Update from CNAS AAC (Carl) – Upload all syllabi for spring 2015. Deadline is Jan 26, 2015. UAC will conduct a random survey of programs who have syllabi with requisite mappings of ILOs, PLOs, and SLOs. Alicia responsible for reminding faculty via the Dean.

4. Old Business and Continuing Business

- 4.1 Syllabi standard requirement - Memo from the Dean that syllabi be ready January 2015 for all spring courses.
- 4.2 College Assessment Workshop – Maika wants the college to sit and talk about assessment. Plan t out for spring semester to be facilitated by Maika and Alicia .

- 4.3 CNAS Assessment Website – Minutes of all assessment committee meetings and all course syllabi should be uploaded onto assessment website.
5. New Business
  - 5.1 WASC Educational Quality Report (Grazyna) – Draft done but can still improve it. Every college asked specific input. Please look at the CNAS input.
  - 5.2 WASC Quality Assurance and Improvement (Maika) – same as Grazyna
  - 5.3 Program Reviews (CNAS status) - CNAS is still working on program reviews; if lacking use G2G instead.
  - 5.4 Spring Assessment Plan (Quantitative Reasoning and Critical Thinking) – Frank, Chair; next meeting ask Frank to bring; want to capture all freshmen.
6. Open forum - none
7. Next Meeting (Meeting #4)

Date: 11/21/2014

11. Adjournment – (Carl/Leslie) – 12:29pm.

CNAS Assessment Committee (CNAS-AC)  
**November 21, 2014** (11.30 am, @ ALS 202)  
**Agenda (Tentative)**

Recorder:

9. Call to Order

10. Approval of Minutes:

2.3 October 17<sup>th</sup>, 2014

11. Announcements

- 3.15 Updates from UAC (Alicia, Maika,)
- 3.16 Annual Assessment Inventory
- 3.17 Revision of ILO (Clarifying Statement)
- 3.18 WASC Visit and Steering Committee Progress (Maika, Grazyna)
- 3.19 Updates from Dean (Alicia)
- 3.20 Update from GERC (Dan)
- 3.21 Update from FS (Prem)
- 3.22 Update from CNAS-AAC (Carl)

12. Old Business and Continuing Business

- 4.1 Syllabi standard requirement
- 4.2 College Assessment Workshop
- 4.3 CNAS Assessment Website
- 4.4 Quantitative Reasoning Test (Frank)

5. New Business

- 5.1 Spring 2015 Assessment Plan
- 5.2 Program Reviews (CNAS plan)
- 5.3 Closing the Loop (CNAS Summary)
- 5.4 Assessment Tools (Exit Exams)
- 5.5 CNAS Alumni Data
- 5.6 Tutorial Classes for Freshman Courses (Learning groups)

6. Open forum

7. Next Meeting (Meeting #5)

12. Adjournment

CNAS Assessment Committee (CNAS-AC)  
November 21, 2014 (11.30 am, @ ALS 202)  
Minutes

Recorder: L. Aquino

13. Call to Order – Meeting was called to order at 11:37 a.m.

Present: Maika Vuki (Chair), Wei Xiao, Frank Lee, Alicia Aguon, Masoud Teimoury, Jian Yang, Prem Singh, Frank Camacho, Leslie Aquino, Yoshifumi Takenouchi

14. Approval of Minutes:

2.4 Review of minutes from October 17<sup>th</sup>, 2014 meeting. Minutes approved with corrections.

15. Announcements

3.23 Updates from UAC (Alicia, Maika) – Dr. Steven Huntley workshop videos will be available soon; committee working on clarifying ILOs; faculty reminded to submit Assessment Inventories. UAC will be doing a review of all Assessment Inventories submitted; if not submitted, will not be included for 2014. Deadline for both Academic Master Plans and Assessment Inventories is 28 Nov. 2014.

3.24 Annual Assessment Inventory – see 3.1. Programs who have completed their assessments as of today's meeting: Chemistry, Biology; programs who have not submitted assessments yet: Math, Computer Science, Agriculture, Consumer and Family Sciences, Engineering. Faculty encouraged to upload assessments to TracDat; assistance is available if needed.

3.25 Revision of ILO (Clarifying Statement) – see 3.1

3.26 WASC Visit and Steering Committee Progress (Maika, Grazyna) – WASC team member onsite visit scheduled for 16 Dec. 2014. Forward highlights in bullet format to Maika, for inclusion in submissions to steering committee report. After WASC visit in December, offsite review in fall 2015, and full onsite review in 2016.

3.27 Updates from Dean (Alicia) – Dean would like all program reviews submitted; as of today's meeting, pending reviews from Consumer & Family Sciences, Math, Computer Science, Chemistry. All syllabi should reflect mappings for ILOs, PLOs, SLOs starting with Spring semester. New online evaluation system for this semester, CollegeNet; can also use paper format if desired; pros/cons of either method; Alicia will send info to committee on how to login to CollegeNet.

3.28 Update from GERC (Dan) – (no update)

3.29 Update from FS (Prem) – Faculty Senate approved GERC proposed framework; CNAS delegation added amendment that Committee is to go back and match SLOs and coursework to framework, and if there is a mismatch, do changes and resubmit to Senate.

3.30 Update from CNAS-AAC (Carl) – Professor Emeritus status approved for Chris Lobban, retiring in Sept 2015; two new courses approved, including botany course submitted by Wei Xiao.

16. Old Business and Continuing Business

4.1 Syllabi standard requirement – required by Spring 2015 semester

4.2 College Assessment Workshop – proposed date in March, sometime before Spring Break; workshop objective will be to try and match syllabi with requirements, and identify gaps where we may not be meeting requirements for a given course (example: statistics component in chemistry, but MA151 is not a prerequisite).

4.3 CNAS Assessment Website – Frank Lee can post items online in one week after receiving them; Maika would like to highlight the “Closing the Loop” (CNAS summary) on the website as well.

4.4 Quantitative Reasoning Test (Frank) – the QR Assessment Committee is planning on conducting assessments during the Spring 2015 semester; results from previous semesters will be validated and can then be analyzed. Assessment is an online test which should take 50 minutes with 10 minutes of prep; test is available all semester and can be given at the instructor's discretion (earlier or later in the semester); potential incentives for students to take test seriously – extra credit or included as part of overall grade; note that there is a potential for double counts if a student takes the assessment in multiple courses. Please coordinate and plan with QR committee if interested in conducting assessment in a particular course.

5. New Business



- 5.1 Spring 2015 Assessment Plan – QR team activities; CNAS assessment workshop
- 5.2 Program Reviews (CNAS plan) – due to Dean by end of Spring 2015 semester
- 5.3 Closing the Loop (CNAS Summary) – highlight, document, and publish
- 5.4 Assessment Tools (Exit Exams) – discussion on tools used in the different colleges/programs for assessing graduates, possibility of Dean’s support for standardized tests, suggestion of 1 or 2 credit exit exam.
- 5.5 CNAS Alumni Data – would like to pull data as a college, with Associate Dean’s help/support; info can be used for G2G and program reviews, and provides a pool of graduates to connect with.
- 5.6 Tutorial Classes for Freshman Courses (Learning groups) – discussion on running certain freshman science/math courses as lecture, lab (if required), and recitation/tutorial sessions, and where to find science and math tutors (graduate students, or seniors in MA392?) to run tutorials.

6. Open forum

7. Next Meeting (Meeting #5) – 3<sup>rd</sup> Friday of February

13. Adjournment – meeting adjourned at 12:56 p.m.

CNAS Assessment Committee (CNAS-AC)

**February 13th** (11.30 am, @ ALS 202)

**Agenda**

Recorder:

17. Call to Order

18. Approval of Minutes:

2.5 November 21<sup>st</sup>, 2014

19. Announcements

3.31 Updates from UAC (Alicia, Maika,)

3.32 Annual Assessment Inventory

3.33 Revision of ILO (Clarifying Statement)

3.34 WASC Visit and Steering Committee Progress (Maika, Grazyna)

3.35 Updates from Dean (Alicia)

3.36 Update from GERC (Dan)

3.37 Update from FS (Prem)

3.38 Update from CNAS-AAC (Carl)

20. Old Business and Continuing Business

4.1 Syllabi standard requirement

4.2 College Assessment Workshop

4.3 CNAS Assessment Website

4.4 Quantitative Reasoning Test (Frank)

5. New Business

5.1 Spring 2015 Assessment Plan

6. Open forum

7. Next Meeting

14. Adjournment

CNAS Assessment Committee (CNAS-AC)

Feb 13th, 2015 (11:30 am, @ ALS 202)

Minutes

Recorder: Xiao, W.

21. Call to Order – Meeting was called to order at 11:39 a.m.

Present: Maika Vuki (Chair), Alicia Aguon, Frank Lee, Masoud Teimoury, Jian Yang, Prem Singh, Frank Camacho, Leslie Aquino, Wei Xiao

22. Approval of Minutes:

2.6 Review of minutes from Nov 21<sup>th</sup>, 2014 meeting. Minutes approved with corrections.

23. Announcements

3.39 Updates from UAC (Alicia, Maika) – Results from critical think assessment have become available, and the data will be analyzed. However, this data is institution-wide instead of college-specific.

3.40 Annual Assessment Inventory – Syllabi inventory was provided this morning. 67 syllabi from the whole university were submitted, among which 94% included SLOs, 64% included PLOs and 44% presented ILOs. 10 in the 14 samples submitted by CNAS included PLOs and ILOs. Our goal is to prepare all syllabi from CNAS to provide SLOs-PLOs-ILOs mapping. We would like to recommend the dean to announce to the whole college to meet the requirement. Dr. Camacho and Dr. Vuki suggested future discussion of including hyper-link to SLOs-PLOs-ILOs mapping in syllabus in order to save paper when syllabus needs to be printed out. Math has done all the SLOs-PLOs-ILOs mapping that will soon be submitted. By then, all Natural Sciences submissions will be completed. Because STEM students' enrollment in UOG has sharply increased, a new room chart is needed to solve classroom shortage. SC 128&127 and nursing building extension could be potential space. Faculties, including adjunct professors, are strongly encouraged to participate in Faculty Development next Friday.

3.41 Revision of ILO (Clarifying Statement) – Dr. Steven Huntley's workshop video will be available soon.

3.42 WASC Visit and Steering Committee Progress (Maika, Grazyna) – Oct. 1<sup>st</sup> is the deadline for assessment report every year. Dr. Vuki and another 2 professors are reviewing the previous assessment reports. Results will be provided in 2 weeks. Dates for WASC include: (1) The first draft has been submitted. (2) By Mar 23<sup>rd</sup>, a clean draft needs to be ready to allow university-wide revision and discussion. (3) By April 3<sup>rd</sup>, edited draft will be posted. (4) Final draft is due on May 22<sup>nd</sup>. (5) Nov 12<sup>th</sup>, off-site review. (6) April 12<sup>th</sup>-14<sup>th</sup> 2016, on-site visit. Faculties should not be travelling during this period of time. (7) June 2<sup>nd</sup>, President will be attending the review meeting.

3.43 Updates from Dean (Alicia) – (no update)

3.44 Update from GERC (Dan) – (no update)

3.45 Update from FS (Prem) – Faculty Senate is working with outside consultant to prepare for WASC assessment. New election for senators is in March. CNAS will need to fill in two seats.

3.1 Update from CNAS-AAC (Carl) – In UOG, teaching policy is required to remain for as long as 10 years. Reasonable adjustment to this university guideline is needed.

24. Old Business and Continuing Business

4.1 Syllabi standard requirement – Minimum requirement is to include SLOs-PLOs-ILOs mapping and methods of assessment.

4.2 College Assessment Workshop – We are working on Math requirement, which is critical for math syllabus. Math requirement needs to be consolidated to fit in other major's requirement. A tentative workshop date is decided on April 10<sup>th</sup>. Dr. Aquino and Dr. Camacho will assist Dr. Vuki to prepare a report on Quantitative thinking data analysis.

4.3 CNAS Assessment Website – Agenda from last semester for meeting is ready but not posted online yet. New syllabi are not ready yet.

4.4 Quantitative Reasoning Test (Frank) – Access to new testing is available again. Please coordinate and plan with QR committee if interested in conducting assessment in a particular course. Next available time slot in Computer Center lab is in March with a capacity of 20 people. Students can also take the test online using their own electronics but in a defined classroom. Result from previous year is available now. Dr. Vuki recommended

including freshmen and graduates in this assessment. Assessment is an online test which should take 50 minutes, and student will need to fill a demographic report to track if a student takes the assessment in multiple courses or at different times. Dr. Camacho will provide a memo through the Dean's office to encourage faculties to participate.

5. New Business

5.1 Spring 2015 Assessment Plan – Our CNAS Assessment Committee is re-scheduled at 11:30 a.m. on Fridays.

6. Open forum

7. Next Meeting (Meeting #5) – March 20<sup>th</sup> at 11:30 am.

15. Adjournment – meeting adjourned at 1:05 p.m.

CNAS Assessment Committee (CNAS-AC)

March 20<sup>th</sup> (1.30 pm, @ ALS 202)

Agenda

Recorder:

25. Call to Order

26. Approval of Minutes:

2.7 February 13<sup>th</sup> 2015

27. Announcements

3.46 Updates from UAC (Alicia, Maika,)

3.47 WASC Visit and Steering Committee Progress (Maika, Grazyna)

3.48 Updates from Dean (Alicia)

3.49 Update from GERC (Dan)

3.50 Update from FS (Prem)

3.51 Update from CNAS-AAC (Carl)

28. Old Business and Continuing Business

4.1 Syllabi standard requirement

4.3 CNAS Assessment Website

4.4 Quantitative Reasoning Test (Frank)

5. New Business

5.1 Assessment Inventory Feedback

5.2 College Assessment Workshop

6. Open forum

7. Next Meeting

16. Adjournment

CNAS Assessment Committee (CNAS-AC)

March 20, 2015 (1:00 pm, @ ALS 202)

Minutes

Recorder: Jian Yang

29. Call to Order – Meeting was called to order at 1:15 p.m.

Present: Maika Vuki (Chair), Alicia Aguon, Frank Lee, Jian Yang, Prem Singh, Frank Camacho, Leslie Aquino, Wei Xiao, Mohammad Globi

30. Approval of Minutes:

2.8 The minutes from February 13, 2015 was received and approved.

31. Announcements

3.52 Updates from UAC (Alicia, Maika)

- The statements for ILOs require clear description.
- The Information Technology is a new area and not addressed at UAC
- The team completed the review of the Annual Assessment Inventory.

3.53 WASC Visit and Steering Committee Progress (Maika, Grazyna)

- WASC on-site visit will be in 2016; faculty will not be allowed to travel during the WASC visit.
- An article about College prospective will be posted on Triton
- College program reviews are behind; but college G2G implement was good

3.54 Update from Dean (Alicia)

- Generally, syllabi lack the mapping of SLOs, PLOs, and SLOs.
- At the University-wide, Chemistry, Psychology, and Political Science did good job in mapping SLOs, PLOs, and SLOs.
- The Conflict Form and The Consensual Relationship Policy Form were distributed among faculty.

3.55 Update from GERC (Dan)

- No report

3.56 Update from FS (Prem)

- Teaching Policy was passed and adopted
- Examples of Syllabi models from UAC was adopted

3.2 Update from CNAS-AAC (Carl)

- Based on G2G evaluation, the School of Education will no longer offer Elementary Teaching Degree Major but will keep the Secondary Education Major

32. Old Business and Continuing Business

4.1 Syllabi standard requirement

- The final report was submitted to SVP

4.3 CNAS Assessment Website

- Since the Social Work program moved to Nursing program, it is not clear if we still need to keep it on the website
- The website was updated with information, reports, meeting agendas and minutes

4.4 Quantitative Reasoning Test (Frank)

- Funds run out
- It is suggested to use both online test (Moodle) and paper test
- Online-test will be pre-reviewed

- College will announce the Quantitative Reasoning Test
- The Quantitative Reasoning Test is designed to evaluate students for 3-4 years
- Math Replacement Test might be modified with Quantitative Reasoning Test

## 5. New Business

### 5.1 Assessment Inventory Feedback

- An Assessment Inventory Rubric was developed and used to evaluate PLOs

### 5.2 College Assessment Workshop

- The date of the workshop is changed to April 17<sup>th</sup>, 2015, from 9:00 a.m. to 12:00 p.m.
- Two topics will be presented: (1) Quantitative Reasoning Data Analysis (Dr. Badowski) and (2) Capstone Courses (Dr. Camacho)
- A “Taking Math Inventory in the Science Courses” was developed for use in the assessment workshop
- The location (room) for the workshop has not yet been confirmed
- The workshop will be announced by dean.

## 6. Open forum

- Since many factors can affect the final results of the online student evaluation, how can we validate the results?
- How can faculty know or check the results of the online student evaluation?

## 7. Next Meeting

- No meeting due to attending CNAS Assessment Workshop on April 17, 2015

## 17. Adjournment

- At 14:30 p.m.