

CNAS Assessment Committee
August 27, 2010 Meeting
Agenda

- I. Call to Order
- II. Approval of minutes for 5/7/10 Meeting
- III. Monthly Meetings for this fall:
 - A. 1st, 2nd, ... Friday of each month?
 - B. Day/time of each month?
- IV. Announcements
 - A. UAC Update
 - B. Update from Dean
 - C. Need volunteer from this Committee to serve on UAC (Replacement for Dr. Vuki, who is on SL this AY)
 - D. TracDat Update (Summer 2010 TracDat Team)
 - E. Assessment Institute Conference (Held in Indianapolis, Ind. Last October, 2009). Visit:

https://www.cec.purdue.edu/eC2k/CourseListing.asp?master_id=2737&course_area=1586&course_number=112&course_subtitle=00
- V. Old Business and Continuing Business
 - A. Update on the Summer 2010 CNAS TracDat Team
 - B. Update on CNAS Assessment Committee Bylaws
 - C. Update on CNAS's "College Learning Outcomes" (See Section VI-A-3)
- VI. New Business
 - A. Tentative Plan for CNAS Assessment Committee for AY 2010-2011
 - 1. Finalize inputting into TracDat all course SLOs for each degree program by this fall semester (Still some courses without SLOs that we need to get done)
 - 2. Finalize inputting all PLOs by this fall semester
 - 3. Recommend to Dean Yudin and to CNAS-AAC a proposed list of our "College Learning Outcomes" (Once approved, we will need to include these outcomes in our Curricular Mapping and inputted into TracDat)
 - 4. Finalize all of our degree programs "Long Term Assessment Plans" (5-year Assessment Plans) with benchmark set for each assessment study and input into TracDat by the beginning of this fall semester
 - 5. Input into TracDat our completed assessment studies that all degree programs did for the WASC Educational Effectiveness Review Visit in Spring 2009 with "closing the loop" examples by this fall semester
 - 6. Program Reviews with TracDat?
 - 7. Hold workshops on TracDat led by the Summer 2010 CNAS TracDat Team:
 - a. Training workshop for CNAS faculty before this Thanksgiving
 - b. Presentation during Faculty Development Day in Spring 2011
 - B. Preparation for the 2nd TracDat Visit in January, 2011 (led by Mr. Paul DeSante, our TracDat Consultant and Advisor)
- VII. Open Forum
- VIII. Next Meeting?
- IX. Adjournment

CNAS Assessment Committee (CNAS-AC)
August 27, 2010 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Grazyna Badowski, Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. NK Suleman, Dr. Carl Swanson, Dr. Zoltan Szekely.

- I. The meeting was called to order at 1106.
- II. Approval of minutes: The minutes of 5/7/10 were approved.
- III. Monthly Meetings for this fall: The decision was made by consensus to meet every 4th Friday of the month at 1100.
- IV. Announcements
 - A. No update on UAC till the next meeting (UAC also had its first meeting today, 8/27/10).
 - B. Update from Dean:
 1. Chair informed the Committee that Dean Yudin will be calling a college wide meeting or two this semester.
 2. Dean Yudin has identified a funding source for the Seed Grant pending UOG/BOR approval.
 - C. Dr. Grazyna Badowski, math, volunteered to serve on UAC to fill in for Dr. Vuki, who is on SL this AY (The decision was agreed on by consensus).
 - D. Summary update report regarding CNAS's Summer 2010 TracDat was distributed by the Chair (See attached).
 - E. The Chair reminded the Committee that CNAS wants members of this Committee to attend the annual Assessment Institute Conference (Held in Indianapolis, Ind. Last October, 2009). For details, visit:
https://www.cec.purdue.edu/eC2k/CourseListing.asp?master_id=2737&course_area=1586&course_number=112&course_subtitle=00.

The Chair reminded the Committee that last Fall 2009 semester, Dr. Prem Singh representing the Tropical Agriculture Degree Program, Dr. Maika Vuki representing the Chemistry Degree Program and he attended this conference. The Committee by consensus agreed to have members representing CS/CIS, Math and SW attend the conference this coming October 2010.

- V. Old Business and Continuing Business
 - A. See Section IV-D above and the attached for the update on the Summer 2010 CNAS TracDat Team.
 - B. Update on CNAS Assessment Committee Bylaws
A copy of the proposed Bylaws was distributed. Several amendments were proposed by Dr. Carl Swanson. The Chair will email an e-copy of the proposed Bylaws with the amendments by Carl for discussion at the next meeting.
 - C. Update on CNAS's "College Learning Outcomes" (See Section VI-A-3)
The Chair reminded the Committee of Dean Yudin's instructions to come up with CNAS's college learning outcomes (CLOs) by this fall 2010 semester. The Chair agreed to do an internet search for

possible CLOs examples from other accredited institutions and provide some CLOs examples for the next meeting.

VI. New Business

A. Tentative Plan for CNAS Assessment Committee for AY 2010-2011

The Chair provided in the agenda the following tentative plan for CNAS-AC for this Fall 2010 and Spring 2011 semesters regarding TracDat for discussion:

1. Finalize inputting into TracDat all course SLOs for each degree program by this fall semester (Still some courses without SLOs that we need to get done).
2. Finalize inputting all PLOs by this fall semester.
3. Recommend to Dean Yudin and to CNAS-AAC a proposed list of our “College Learning Outcomes” (Once approved, we will need to include these outcomes in our Curricular Mapping and inputted into TracDat)
4. Finalize all of our degree programs “Long Term Assessment Plans” (5-year Assessment Plans) with benchmark set for each assessment study and input into TracDat by the beginning of this fall semester .

(There were some concerns regarding “benchmarks” that were brought up by Dr. Zoltan Szekely. The Chair asked the Committee to bring this up with their degree program faculty regarding clarifications on the “benchmark” question. This needs to be done so that we can input the long term assessment plans for each of CNAS’s Degree Programs into TracDat.)

5. Input into TracDat our completed assessment studies that all degree programs did for the WASC Educational Effectiveness Review Visit in Spring 2009 with “closing the loop” examples by this fall semester.
6. Program Reviews with TracDat?
The Chair informed the Committee that the SVP has made it clear to use TracDat for program reviews. The Chair was not too clear on what TracDat can do with program reviews. This is an issue that the Committee will need to work on and find out the details on this.
7. Hold workshops on TracDat led by the Summer 2010 CNAS TracDat Team:
 - a. Training workshop for CNAS faculty before this Thanksgiving;
 - b. Presentation during Faculty Development Day in Spring 2011.

B. The Chair announced that we need to prepare for the 2nd TracDat Visit in January, 2011 (led by Mr. Paul DeSante, our TracDat Consultant and Advisor).

VII. No other issues were brought up in the Open Forum Section.

VIII. Next Meeting will be on September 24, 1100 @ ALS202.

IX. Adjournment: The meeting was adjourned at 1206.

CNAS Assessment Committee (CNAS-AC)
September 24, 2010 Meeting
Agenda

- I. Call to Order
- II. Approval of minutes for 8/27/10 Meeting
- III. Announcements
 - A. UAC Update
 - B. Update from Dean: College-wide meeting scheduled on Friday, Oct. 1, 1400 – 1600, @ the Hilton
 - C. Assessment Institute Conference @ Ind. update (Needs to be finalized by the 3 faculty attending the conference: Dr. Grazyna Badowski, Dr. Lisa Natividad, and Dr. Carl Swanson). Reminder: Dean Yudin expects presentations of your findings from all attendees of this conference. Recommendation:
 - 1. Present at our CNAS TracDat Workshop?
 - 2. Present at the Faculty Development Day in spring 2011.
 - D. Roster of Recorders for Fall 2010.
- IV. Old Business and Continuing Business
 - A. Update on the CNAS TracDat Workshop this fall 2010 semester
 - 1. Led by “CNAS-AC TracDat Team”. Members on Team are: Dr. Frank Camacho (BI); Dr. Frank Lee (CS/CIS); Dr. Lisa Natividad (SW); Dr. Prem Singh (AG); Dr. Zoltan Szekeley (MA); and Dr. Henry J. Taijeron (current acting chair for this subcommittee).
 - 2. CNAS-AC TracDat Team initially met on Sept. 10 (See attached minutes of this meeting for your review). Met again on Friday, 1000, Sept. 24, to set up tentative agenda for the workshop.
 - 3. Workshop tentatively set for Nov. 12, 0900 – 1200.
 - 4. Currently set as a demonstration type workshop informing faculty of what was done this summer and what needs to be done by the end of this AY. Open forum will be conducted at the end of the workshop.
 - 5. CS/CIS TA Fall 2010 Computer Lab @ WB 2 Schedule (Set up to also assist TAs from other Schools/Colleges upload SLOs and PLOs into TracDat)
 - B. Finalize CNAS Assessment Committee Bylaws.
 - C. Finalize CNAS’s “College Learning Outcomes” (See Attach document on “CLOs”).
 - D. Update on SLOs, PLOs, CMs, Long Term Assessment Plans from each Degree Program, etc.
- V. New Business
- VI. Open Forum
- VII. Next Meeting: October 22, 2010, 1100, ALS 202 Conf. Rm.
- VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)
September 24, 2010 Meeting
Minutes

Present: Dr. Henry J. Taijeron (Chair), Dr. Grazyna Badowski (Recorder), Dr. Frank Camacho, Prof. Han Tower Chen, Dr. Randhir Deo, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. NK Suleman, Dr. Carl Swanson, Dr. Zoltan Szekely.

I. The meeting was called to order at 11:05.

II. The minutes of 8/27/10 were approved.

III. Announcements

A. UAC Update.

The revised and approved annual assessment progress report template has been posted on the Assessment and Program Review web site <http://www.uog.edu/dynamicdata/Assessment.aspx?siteid=1&p=514>

B. Update from Dean:

1. Seed Grant winners will be announced at the College-wide meeting on Friday, Oct.1, 14:00-16:00, @ the Hilton.
2. CNAS plans to hire faculty in summer 2011 to prepare the assessment reports in Sept.2011 or April 2012.

C. The Chair will follow up with the Dean about the availability of funds to attend Assessment Institute Conference@ Ind. Attendees (Dr. Grazyna Badowski, Dr. Lisa Natividad, and Dr. Carl Swanson) agreed to present at CNAS TracDat Workshop and Faculty Development Day in Spring 2011. They will also look for an assessment expert to come to University of Guam to conduct a workshop.

D. Roster of Recorders for Fall 2010 was distributed by the Chair. It is in an alphabetical order.

IV. Old Business and Continuing Business

A. Update on the CNAS TracDat Workshop this fall 2010 semester

1. Led by "CNAS-AC TracDat Team". Members on Team are: Dr. Frank Camacho (BI); Dr. Frank Lee (CS/CIS); Dr. Lisa Natividad (SW); Dr. Prem Singh (AG); Dr. Zoltan Szekely (MA); and Dr. Henry J. Taijeron (current acting chair for this subcommittee).

2. CNAS-AC TracDat Team initially met on Sept. 10

The minutes of CNAS-AC TracDat Team meeting on Sept.10 were distributed.

The team also met again on Friday, Sept. 24th, 10:00, to set up tentative agenda for the workshop.

3. Workshop tentatively set for Nov. 12, 0900 – 1200.

Dr. Swanson has a religious holiday conflict and asked to change the date to Nov. 19th. However in the follow up emails, it was agreed to keep the workshop on Nov. 12th.

4. Currently set as a demonstration type workshop informing faculty of what was done this summer and what needs to be done by the end of this AY. Open forum will be conducted at the end of the workshop.

5. CS/CIS TA Fall 2010 Computer Lab @ WB 2 Schedule (Set up to also assist TAs from other Schools/Colleges upload SLOs and PLOs into TracDat)

CS/CIS TA Fall 2010 Computer Lab @ WB 2 Schedule was distributed by the Chair. The CS/CIS TAs will assist other Schools/Colleges in putting their own data and setting up curriculum mapping. The Chair informed the Committee that the schedule was also given to UAC.

B. Finalize CNAS Assessment Committee Bylaws.

Chair reminded that CNAS-AC committee was formed by the Dean. A copy of the proposed Bylaws was distributed with some changes introduced by the Dean. However, the committee decided that some editing is still needed. The final vote will take place at the next committee meeting.

C. Finalize CNAS's "College Learning Outcomes" (See Attach document on "CLOs").

Some examples of CLO were presented by the Chair. The committee decided that they did not apply to UOG since they were either from community colleges or PLO. The committee needs to come up with our own CLOs. Dr. Badowski suggested that the Assessment Institute attendees can inquire about CLOs at the conference.

D. Update on SLOs, PLOs, CMs, Long Term Assessment Plans from each Degree Program, etc.

The Chair reported that most of the CNAS course SLOs and degree program PLOs were uploaded in TracDat by the CNAS 2010 Summer TracDat Team (Team consists of Henry T., Frank L., Prem S., Maika V., Lisa N. and Zoltan S. plus three CS TAs). A problem did occur when uploading PLOs, so some of the uploaded PLOs may need revisions. CMs were also uploaded, but if any PLOs are revised, CMs will also need revisions. The Chair also pointed out that courses stated in TracDat may not be consistent with the courses listed in the 2010-2011 UOG Catalog and also may not be consistent with the courses listed in our UOG/CNAS Website. The Chair distributed a list of courses uploaded in TracDat offered by each of our CNAS undergraduate degree programs and indicating whether these courses:

- have SLOs;
- are listed or not listed in the 2010-2011 UOG Catalog;
- are listed or not listed in our UOG/CNAS Website.

Chair asked members to review their respective degree program list with their degree program faculty, and recommend which of these courses should be officially offered and listed in the Catalog and recommend which of these courses should be deleted especially from the TracDat list.

V. No new business was discussed.

VI. No other issues were brought up in the Open Forum Section.

VII. Next Meeting: October 22, 2010, 1100, ALS 202 Conf. Rm.

VIII. Adjournment: Meeting was adjourned at 11:58.

CNAS Assessment Committee (CNAS-AC)
October 22, 2010
Tentative Agenda

- I. Call to Order
- II. Approval of minutes for 9/24/10 Meeting
- III. Announcements
 - A. UAC Update
 1. Announcements at 10/15/10 UAC meeting:
 - a. Fall Faculty mini-workshops:
 - CLASS-Oct 20;
 - CNAS-Nov12;
 - UAC-tba (Tentatively being set for Nov. 5).
 - b. CS/CIS TA Fall 2010 Computer Lab @ WB 2 Schedule (Set up to also assist TAs from other Schools/Colleges upload SLOs and PLOs into TracDat)
 - B. Update from Dean:
 - C. Presentation @ FDD:

Email from Ms. Deborah Leon Guerrero: “The FDD Ad Hoc Committee will not be scheduling an assessment track at the FDD ...”
 - D. SOE Assessment and Accountability 2010 Oct. 22-23 Agenda
 - E. Dr. Suleman asked to be excused from serving on this Committee (Dr. Deo will represent Chemistry)
- IV. Old Business and Continuing Business
 - A. Update on the CNAS TracDat Workshop this fall 2010 semester
CNAS TracDat Workshop on Nov. 12 (Dean will not be able to attend if set for Nov. 19). Agenda for workshop will be finalized when Carl, Grazyna and Lisa return from the Assessment Institute Conference @ Indianapolis.
 - B. Finalize CNAS Assessment Committee Bylaws (ARTICLE VII – RATIFICATION?):
Finalize CNAS’s “College Learning Outcomes” upon the return of our Assessment Institute Conference at Indianapolis attendees.
 - C. Course SLOs and Degree Programs Long Term Assessment Plans:
 1. Finalize all course SLOs for inputting into TracDat;
 2. Finalize all long Term Assessment Plans from each Degree Program to:
 - a. Input into TracDat by end of fall 2010;
 - b. Begin first year proposed Long Term Assessment Plan by Spring 2011.
- V. New Business
- VI. Open Forum
- VII. Next Meeting?
- VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)

October 22, 2010

Minutes

Present: Dr. Henry J. Tajeron (Chair and Recorder), Dr. Randhir Deo, Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Zoltan Szekely.

I. Call to Order

The meeting was called to order without a quorum.

II. Approval of minutes for 9/24/10 Meeting

No quorum, so the approval of the minutes of 9/24/10 is tabled until the next meeting.

III. Announcements

A. UAC Update

1. The following announcements at the 10/15/10 UAC meeting were announced by the Chair:

a. The following fall faculty mini-workshops are being conducted by UAC:

- CLASS-Oct 20;
- CNAS-Nov12;
- UAC-tba (Tentatively being set for Nov. 5).

b. The CS/CIS TA Fall 2010 Computer Lab @ WB 2 Schedule was announced which is open for not only our students taking our CNAS courses, but to also assist TAs from other schools and colleges to upload their SLOs and PLOs into TracDat.

B. The only update from Dean is to make sure that our Nov. 12 workshop is conducted successfully.

C. The Chair announced that he received email from Ms. Deborah Leon Guerrero that "The FDD Ad Hoc Committee will not be scheduling an assessment track at the FDD ..."

D. The Chair announce that SOE is conducting their "Assessment and Accountability 2010 Oct. 22-23 Conference" and distributed the agenda for this conference.

E. The Chair announced that Dr. Suleman asked to be excused from serving on this Committee. Dr. Deo will represent Chemistry on this Committee.

IV. Old Business and Continuing Business

A. Update on the CNAS TracDat Workshop this fall 2010 semester: The CNAS TracDat Workshop will be conducted on Nov. 12 as originally scheduled since Dean Yudin will not be able to attend if it is set for Nov. 19. Agenda for workshop will be finalized when Carl, Grazyna and Lisa return from the Assessment Institute Conference @ Indianapolis.

B. Since there is no quorum, approval of the CNAS Assessment Committee Bylaws is tabled until the next meeting. The following amendments were proposed:

1. ARTICLE IV: CNAS-AC, THEIR OFFICERS, THEIR ELECTION AND THEIR DUTIES:

Delete Vice-Chair in this Section.

2. ARTICLE VII – RATIFICATION:

This Section to now read: ARTICLE VII – APPROVAL AND ENDORSEMENT
Approved and Endorsed by the Dean Fall 2010

- C. Chair recommends that we finalize CNAS’s “College Learning Outcomes” upon the return of our Assessment Institute Conference at Indianapolis attendees.
- D. The Chair noted that the following;
 - 1. All course SLOs must be finalized and inputted into TracDat;
 - 2. All Long Term Assessment Plans from each Degree Program:
 - a. Must be finalized and inputted into TracDat by end of fall 2010;
 - b. All degree program faculty must begin their first year assessment study/studies proposed in their Long Term Assessment Plan by Spring 2011.
- V. New Business
No new business was discussed.
- VI. Next Meeting
The Chair may call a meeting on Nov. 5, 1100, @ALS 202 Conf. Rm. To finalize the Nov. 12 CNAS Workshop if needed.
- VII. Adjournment: The meeting was adjourned at 1210.

CNAS Assessment Committee (CNAS-AC)
November 5, 2010
Agenda
(Recorder: Dr. Frank Camacho)

- I. Call to Order
- II. Approval of minutes:
 - A. 9/24/10 Meeting;
 - B. 10/22/10 Meeting (Not a quorum).
- III. Announcements
 - A. UAC Update;
 - B. Update from Dean:
 1. Would like to meet with faculty applying for tenure early next week (Monday or Tuesday);
 - C. Reminder regarding Course SLOs and Degree Programs Long Term Assessment Plans:
 1. Finalize all course SLOs for inputting into TracDat;
 2. Finalize all long Term Assessment Plans from each Degree Program to:
 - a. Input into TracDat by end of fall 2010;
 - b. Begin first year proposed Long Term Assessment Plan by spring 2011.
- IV. Old Business and Continuing Business
 - A. Finalize CNAS TracDat Workshop on Nov. 12;
 - B. Review the two proposed CNAS Assessment Committee Bylaws and vote for approval at next meeting;
 - C. CNAS CLOs:
 1. Current CLOs recommended by Frank L. (El Camino College's Core Competencies. Visit <http://www.elcamino.edu/academics/slo/corecomps.asp>):
 - **Content Knowledge:** Students possess and use the knowledge, skills and abilities specific to a chosen discipline, vocation or career.
 - **Critical, Creative and Analytical Thinking:** Students solve problems, make judgments and reach decisions using critical, creative and analytical skills.
 - **Communication and Comprehension:** Students effectively communicate in written, spoken or signed, and artistic forms to diverse audiences. Students comprehend and respectfully respond to the ideas of others.
 - **Professional and Personal Growth:** Students exhibit self-esteem, responsible behavior

and personal integrity. Students are reflective and intellectually curious; they continue to improve themselves throughout life.

- **Community and Collaboration:** Students appreciate local and global diversity and are respectful and empathetic during personal interactions and competitions. Students effectively collaborate and resolve conflicts. They are responsible, engaged members of society, who are willing and able to assume leadership roles.
- **Information and Technology Literacy:** Students locate, critically evaluate, synthesize, and communicate information in various traditional and new media formats. Students understand the social, legal, and ethical issues related to information and its use.

2. Any proposed CLOs from Attendees at the 2010 Assessment Institute Conference?

V. New Business

VI. Open Forum

VII. Next Meeting: 12/3/10, 1100, @ ALS 202 Conference Room

VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)
November 5, 2010
Minutes

Present: Dr. Henry Taijeron (chair), Dr. Frank Camacho (recorder), Dr. Zoltan Szekely, Professor Han Tower Chen, Dr. Hideo Nagahashi, Dr. Grazyna Badowski, Dr. Carl Swanson, Dr. Fenglien Lee, Dr. James McConnell, Dr. Prem Singh, Dr. Randhir Deo, Dr. Anatole Grishin

I. Meeting was called to order at 11:05 a.m.

A. The minutes from 9/24/10 meeting were approved by committee. The meeting on 10/24/10 was not held because of a lack of a quorum.

II. Announcements

A. Dr. Taijeron announced that one more UAC workshop that has been planned, but its status remains undetermined at this time.

B. Dean Yudin would like to meet with CNAS-AC faculty members applying for tenure early next week Tuesday (November 9, 2010)

C. Dr. Taijeron reminded the CNAS-AC that all programs should have finalized inputting SLOs into TracDat. Also, long term assessment plans should be inputted into TracDat by the end of fall 2010 and should begin the first year of their proposed plan by spring 2011.

Dr. Taijeron also noted that Dr. Giardina from WASC suggests restricting the number of PLOs to about five to make them assessable within a five year period. Dr. Badowski suggested that it may be possible to reduce the number of PLOs, such as when the outcomes overlap with Gen Ed outcomes or are difficult to assess

III. Old Business and Continuing Business

A. Planning for the CNAS TracDat Workshop on Nov. 12 was finalized. Live internet access to TracDat access would be available for presentations. UAC members, deans and CNAS faculty are invited.

B. CNAS-AC committee approved the version of the CNAS-AC Bylaws without a vice-chair position as a CNAS-AC officer (§IV-A). Dr. Taijeron will forward the bylaws to the dean for approval.

C. CNAS learning outcomes were recommended by Dr. Lee from El Camino College's Core Competencies (<http://www.elcamino.edu/academics/slo/corecomps.asp>). Dr. Szekely modified the El Camino outcomes and provided this version to the CNAS-AC for review and discussion in the next meeting. Dr. Badowski noted that the CLOs should come from the college mission statement and should be operationalized such that they are assessable.

IV. New Business

Dr. Carl Swanson and Dr. Grazyna Badowski recommended two speakers for a workshop on assessment based upon their recent attendance at the Assessment Institute conference at Indiana.

V. Open Forum: No items were discussed.

VI. Next Meeting: 12/3/10, 1100, @ ALS 202 Conference Room

VII. Meeting was adjourned at 11:41 a.m.

CNAS Assessment Committee (CNAS-AC)
December 3, 2010
Agenda
(Recorder: Prof. Han Tower Chen)

- I. Call to Order
- II. Approval of minutes of November 5, 2010 Meeting
- III. Announcements
 - A. UAC Update:
 1. The following recommendations for the “Assessment Presenter at FDD” by Dr. Lisa Natividad, Dr. Grazyna Badowski and Dr. Carl Swanson, attendees at the 2010 Assessment Institute Conf. @ Indianapolis were forwarded to Ms. Deborah Leon Guerrero, Chair for UAC:
 - a. Dr. Stephen P. Hundley, Associate Dean for Academic Affairs and Undergraduate Programs and Associate Professor of Organizational Leadership at the Purdue School of Engineering and Technology (He lead the Sunday afternoon workshop on Capstone Experiences and Their Uses in Learning and Assessment: *Fundamental Approaches and Strategies*. This was something that he had developed over 8 years with Karen E. Black, Director of Program Review, Planning and Institutional Improvement at IUPUI).
 - b. Dr. Thomas A. Angelo, Professor of Higher Education, Pro-Vice-Chancellor (Curriculum and Academic Programs), and Director, Curriculum, Teach and Learning Center, La Trobe University, Australia @ email: t.angelo@latrobe.edu.au.
 2. Other
 - B. Update from Dean:
 1. CNAS-AC Bylaws approved and endorsed by Dean;
 2. Other
 - C. Nov. 12 CNAS Workshop PP presentations posted at UOG/CNAS/ASSESSMENT Website. Visit:

<http://www.uog.edu/dynamicdata/CNASAssessment.aspx?siteid=2&p=20>
 - D. Dr. Zoltan Szekely was officially informed by Dr. Siah Annand, AAC&U program director, about the acceptance of his proposal:
 1. General Education and Assessment 3.0: Next-Level Practices Now Conference between March 3-5, 2011, in Chicago, IL. (AAC&U Conference)
 2. Pending availability of funds, Dean approved financial assistance for Dr. Szekely to attend and present his proposal on GenEd.
- IV. Old Business and Continuing Business
 - A. Finalize CNAS proposed CLOs (Current proposed CLOs taken El Camino College’s Core Competencies that were recommended by Dr. Frank Lee):

- **Content Knowledge:** Students possess and use the knowledge, skills and abilities specific to a chosen discipline, vocation or career.
- **Critical, Creative and Analytical Thinking:** Students solve problems, make judgments and reach decisions using critical, creative and analytical skills.
- **Communication and Comprehension:** Students effectively communicate in written, spoken or signed, and artistic forms to diverse audiences. Students comprehend and respectfully respond to the ideas of others.
- **Professional and Personal Growth:** Students exhibit self-esteem, responsible behavior and personal integrity. Students are reflective and intellectually curious; they continue to improve themselves throughout life.
- **Community and Collaboration:** Students appreciate local and global diversity and are respectful and empathetic during personal interactions and competitions. Students effectively collaborate and resolve conflicts. They are responsible, engaged members of society, who are willing and able to assume leadership roles.
- **Information and Technology Literacy:** Students locate, critically evaluate, synthesize, and communicate information in various traditional and new media formats. Students understand the social, legal, and ethical issues related to information and its use.

E. Course SLOs and Degree Programs Long Term Assessment Plans for inputting into TracDat by end of fall 2010:

1. Course SLOs Update from:

- a. Biology
- b. CFS
- c. Chemistry
- d. CS/CIS
- e. Math
- f. Tropical Agriculture
- g. Social Work

2. Long Term Assessment Plans update from:

- a. Biology
- b. CFS
- c. Chemistry
- d. CS/CIS
- e. Math
- f. Tropical Agriculture
- g. Social Work

3. **Note:** If have not yet started, must begin first year proposed Long Term Assessment Plan by spring 2011.

V. New Business

A. Second TracDat Visit in Spring 2011

VI. Open Forum

VII. Next Meeting (Beginning of Spring, 2011; Tentatively: Jan. 28, 2011, 1100, ALS 202; Recorder - Dr. Anatole Grishin)

VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)
December 3, 2010
Minutes

Present: Dr. Henry J. Taijeron (chair), Dr. Frank Camacho, Prof. Tower Chen (recorder), Dr. Anatole Grishin, Dr. Fenglien Lee, Dr. James McConnell, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely.

I. Call to Order

The meeting was called to order at 11:15.

II. Approval of minutes for 9/24/10 Meeting

The minutes of 11/5/10 meeting were approved by committee.

III. Announcements

A. UAC Update:

1. The following recommendations for the "Assessment Presenter at FDD" by Dr. Lisa Natividad, Dr. Grazyna Badowski and Dr. Carl Swanson, attendees at the 2010 Assessment Institute Conf. @ Indianapolis were forwarded to Ms. Deborah Leon Guerrero, Chair for UAC:

- a. Dr. Stephen P. Hundley, Associate Dean for Academic Affairs and Undergraduate Programs and Associate Professor of Organizational Leadership at the Purdue School of Engineering and Technology (He lead the Sunday afternoon workshop on Capstone Experiences and Their Uses in Learning and Assessment: *Fundamental Approaches and Strategies*. This was something that he had developed over 8 years with Karen E. Black, Director of Program Review, Planning and Institutional Improvement at IUPUI).
- b. Dr. Thomas A. Angelo, Professor of Higher Education, Pro-Vice-Chancellor (Curriculum and Academic Programs), and Director, Curriculum, Teach and Learning Center, La Trobe University, Australia @ email: t.angelo@latrobe.edu.au.

- B. Nov. 12 CNAS Workshop PP presentations posted at UOG/CNAS/ASSESSMENT Website by Dr. Lee. Visit: <http://www.uog.edu/dynamicdata/CNASAssessment.aspx?siteid=2&p=20>

C. Update from Dean:

1. CNAS-AC Bylaws approved and endorsed by Dean.
2. The funds of the Seed Grand that encumbered for the finalists for this AY have yet be released by the business office, but the Dean and Dr. Taijeron will be working on it and hopefully have it available ASAP.

- D. Dr. Zoltan Szekely was officially informed by Dr. Siah Annand, AAC&U program director, about the acceptance of his proposal:

1. General Education and Assessment 3.0: Next-Level Practices Now Conference between March 3-5, 2011, in Chicago, IL. (AAC&U Conference)
2. Pending availability of funds, Dean approved financial assistance for Dr. Szekely to attend and present his proposal on GenEd.

IV. Old Business and Continuing Business

- A. Finalize the CLOs of CNAS is tabled to be discussed next semester after that it is proposed by the group of Dr. Taijeron, Dr. Lee, Dr. Swanson, and Dr. Szekeley.
- B. Course SLOs and Degree Programs Long Term Assessment Plans for inputting into TracDat by end of fall 2010. If have not yet started, must begin first year proposed Long Term Assessment Plan by spring 2011.
- C. The course SLOs for astronomy, physics and the physical science courses (mostly taught by Dr. Tseng) were submitted to CNAS-AAC by the Dr. Ghosh, Chair of the Division of Natural Sciences. We will post these SLOs for these courses on the UOG/CNAS/Assessment Website once Dr. Whippy approves them. Dr. Taijeron will also post them on TracDat. Dr. Taijeron will be working with Dr. Frank Lee, Arnold Gimoto and our TAs, Mike and Kitt, to update/upload into TracDat all of the CNAS's course SLOs, all degree program PLOs, all degree program CMs, and all degree program long term assessment plans during the fall/spring break and inform all degree program faculties what still needs to be done within TracDat by the beginning of spring 2011.

V. New Business

- A. Second TracDat Visit is scheduled before the Faculty Development Day in spring 2011.

VI. Open Forum

- A. List of books related to assessment provided by Dr. Swanson will be recommended to the library by CNAS assessment committee.

VII. Next Meeting (Beginning of Spring, 2011; Tentatively: Jan. 28, 2011, 11:00, ALS 202; Recorder - Dr. Anatole Grishin)

VIII. Meeting was adjourned at 11:35.

CNAS Assessment Committee (CNAS-AC)
January 28, 2011
Agenda

- I. Call to Order
 - II. Approval of minutes of December 3, 2010 Meeting
 - III. Announcements
 - A. UAC Update:
 - 1. WASC Update Report
 - B. Update from Dean:
 - C. Update from CNAS-AAC
 - D. DE Course Policy
 - E. Approved CNAS-AC ByLaws to be posted on UOG/CNAS/Assessment Website next week by Dr. Fenglien Lee
 - IV. Old Business and Continuing Business
 - A. Finalize CNAS proposed CLOs
 - B. Course SLOs and Degree Programs Long Term Assessment Plans for inputting into
 - 1. Course SLOs Update from:
 - a. Biology
 - b. CFS
 - c. Chemistry
 - d. CS/CIS
 - e. Math
 - f. Tropical Agriculture
 - g. Social Work
 - 2. Long Term Assessment Plans update from:
 - a. Biology
 - b. CFS
 - c. Chemistry
 - d. CS/CIS
 - e. Math
 - f. Tropical Agriculture
 - g. Social Work
 - 3. **Note:** If have not yet started, must begin first year proposed Long Term Assessment Plan by spring 2011.
- V. New Business
 - A. Second TracDat Visit in Spring 2011
 - 1. Date?
 - 2. Agenda for the Workshop?
 - B. Update to WASC Commission & Response to WASC Visiting Team Report
- VI. Open Forum
- VII. Committee Meeting Schedule for spring 2011?
- VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)

January 28, 2011

Minutes

Present: Dr. Henry J. Taijeron (Chair/Recorder), Dr. Alicia Aguon, Dr. Grazyna Badowski, Dr. Frank Camacho (Dr. Frank C.), Prof. Han Tower Chen, Dr. Randhir Deo, Dr. Fenglien Lee (Dr. Frank L.), Dr. James McConnell, Dr. Hideo Nagahashi, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely.

I. Call to Order

The meeting was called to order at 1110.

II. The minutes of December 3, 2010 were approved.

III. Announcements

A. UAC Update:

1. The Update to WASC Commission and Response to WASC Visiting Team Report (March 31 – April 2, 2009 Visit) from SVP Whippy was distributed. Chair noted Section A1 of the Report regarding long term assessment plans, and informed the Committee that each of CNAS's degree program faculty must begin the implementation of their long term assessment plan by this spring 2011 semester.

B. Update from Dean:

1. Seed Grant Recipients were emailed since December 16 that they can prepare or have an AA prepare the necessary POs to purchase the items, etc. identified in their approved SEED Grant Proposal, and to forward the PO(s) to Dean Yudin or to the Chair (POs cannot exceed \$3,000)
2. The Math Summer Camp will be initially implemented this coming summer. Mr. Wendell Roden, recommended by math and hired under the ARRA Grant, is coordinating the Camp. Wendell is working with Ms. Cathleen Moore-Linn, and the "2011 Math Summer Camp" will be funded by the FIPSE Grant.
3. The Travel authorizations for Frank L. and Zoltan are being processed. Frank L. will be attending ACM SIGCSE2011 Conference in Dallas from 3/9 – 12, 2011. Zoltan will be attending the AAC&U GE Conference in March 3-5.

C. Update from CNAS-AAC (None reported)

- D. The latest proposed DE Course Policy was distributed for review. James who is currently teaching AG102 as a DE course, and Prem, Chair of the Faculty Senate's Standing Committee on Evaluation, both pointed out that the proposed DE Policy needs revisions. For example, they both have some concerns on Section XIII, Faculty Experience, and they recommend that this Section be more thoroughly reviewed by faculty.

- E. Chair announced that the approved CNAS-AC ByLaws is now posted on our UOG/CNAS/Assessment Website by Frank L.

IV. Old Business and Continuing

- A. Chair distributed the proposed CNAS CLOs submitted by the Ad Hoc Committee formed to work on our CNAS's CLOs during the fall 2010/spring 2011 break. Chair apologizes to Zoltan for unintentionally omitting his proposed CLOs. Chair will email the complete submitted CLOs by the Ad Hoc Committee for final review and for approval by the next meeting.

- B. Chair informed the Committee of the need to finalize the inputting into TracDat all Course SLOs and all Degree Program's Long Term Assessment Plans:

1. Chair passed out documents regarding the Course SLOs currently uploaded into TracDat for: Biology, CFS, Chemistry, CS/CIS, Math, Tropical Agriculture, and Social Work. Each document shows all the courses inputted into TracDat with no defined course SLOs. Most of these courses are not listed in our current UOG Catalog. Chair recommends that we delete the courses that are not listed in the Catalog from TracDat. Committee recommends not to delete these courses, but to "hide them from view", if possible.

2. Chair informed the Committee that all degree program faculty must upload their Long Term Assessment Plans in TracDat if they have not yet done so. If not, please submit these plans (preferably an e-copy) to Chair or to Frank L. We need these plans uploaded in TracDat before the 2nd TracDat Visit (must at least be uploaded into TracDat by this spring 2011 semester). All degree program faculty must begin the implementation of their Long Term Assessment Plans by this spring 2011.

V. New Business

A. Second TracDat Visit in Spring 2011

1. Chair will be contacting Mr. Paul DeSante, UOG's TracDat Consultant, to set the date for the 2nd TracDat Visit. Chair will keep the Committee, Dean Yudin, and Ms. Deborah Leon Guerrero, Chair of the University Assessment Committee, informed regarding the date for the 2nd visit.
2. Chair will also be working with Mr. DeSante on the Agenda for the 2nd TracDat Visit Workshop, and will keep everyone informed on this.

B. Update to WASC Commission and Response to WASC Visiting Team Report (March 31 – April 2, 2009 Visit) from SVP Whippy: See Section III.A.1 above.

VI. Open Forum

A. Jim announced:

1. Visit SALGSITE.org ("The SALG website is a free course-evaluation tool that allows college-level instructors to gather learning-focused feedback from students. Anyone may register and use the site. Once registered on the SALG site, you can:
 - a. Create and use a SALG survey to measure students' learning gains in your course and their progress toward your course's learning goals.
 - b. Create and use an optional baseline survey to discover students' starting point relative to course goals.").
2. Dr. Brian L. Millhoff will be conducting a Moodle Workshop at 2 pm (Jan. 28).

VII. The Committee voted to hold a monthly meeting every 4th Friday of the month, 1100, at ALS202. The Chair may call an emergency meeting at other dates/times if necessary.

VIII. Meeting was adjourned at 1205.

CNAS Assessment Committee (CNAS-AC)
February 25, 2011
Agenda

- I. Call to Order
- II. Approval of minutes of January 28, 2011 Meeting
- III. Announcements
 - A. UAC Update:
 1. Update to WASC Commission & Response to WASC Visiting Team Report
 2. Annual Assessment Progress Report – Spring 2010
 - B. Update from Dean
 1. Update on SEED Grant Recipients
 2. Zoltan's Travel Authorization approved to attend the AAC&U Conference, March 3-5, in Chicago, IL.
 3. Due to the passing away of his mother, Frank L. withdrew his Travel Authorization Application to attend ACM SIGCSE2011 in Dallas from 3/9 – 12, 2011.
 - C. Update from CNAS-AAC
 1. Update DE Course Policy
- IV. Old Business and Continuing Business
 - A. Finalize CNAS proposed CLOs
 - B. Updates on: Course SLOs, Program PLOs, and CMs, and Degree Programs Long Term Assessment Plans (Updates on the implementation of this long term plan – Need to discuss generating the assessment reports by TracDat's 2nd Visit on April 29-30).
 - C. Second TracDat Visit
 1. Tentatively proposed for April 29-30, 2011.
 2. Tentative Proposed Agenda for the Workshop
 - a. "A review of the progress that UAC/CNAS/Other Colleges, Schools, etc. have made as well as issues/difficulties that were encountered in the process. Where appropriate, TracDat configuration changes should be made. In addition, process issues should be discussed and suggestions made on possible changes."
 - b. Discussion on the following areas:
 - Program Assessment Plans (A need to run reports);
 - Course Assessment Plans (A need to run reports);
 - General Education Assessment (Need update from our university wide GE Committee);
 - Program Self Study (How can we use/configure TracDat to make work with Program Self Studies more "user friendly" for everyone);
 - Regional Accreditation;
 - Program Accreditation;
 - Interfacing TracDat with LiveText.
- V. New Business
- VI. Open Forum
- VII. Next Meeting?
- VIII. Adjournment

CNAS Assessment Committee (CNAS-AC)

February 25, 2011

Minutes

Present: Dr. Henry J. Taijeron (Chair), Dr. Grazyna Badowski, Prof. Han Tower Chen, Dr. Randhir P. Deo (Recorder), Dr. Fenglien Lee (Dr. Frank L.), Dr. James McConnell, Dr. Prem Singh, Dr. Carl Swanson, Dr. Zoltan Szekely, Dr. Lisa Natividad

I. Call to Order

The meeting was called to order at 11.00am

II. The minutes of January 28, 2011 were approved.

III. Announcements

A. UAC Update:

1. The chair informed the committee that the long-term assessment plans for each CNAS's degree program faculty must be implemented and uploaded on the TracDat by the end of Spring 2011
2. The chair noted that he will send out the Annual Assessment Progress Report of Spring 2010 to all the committee members. He informed everyone that the report will be presented on March 11, 2011 at the SBPA Conference Rm. He emphasized that all the chairs should attend the presentation since it will be included in the WASC Update Follow-up Report on their Educational Effective Review Visit that was conducted in spring 2009.

B. Update from the Dean

1. The chair informed the committee that Dr. Zoltan's travel to attend AAC&U Conference, March 3-5, in Chicago, was approved.
2. The chair informed the committee that Dr. Frank L. has withdrawn from attending the ACM SIGCSE2011 in Dallas, due to personal reasons.

C. Update from CNAS-AAC

1. The chair distributed the proposed DE Course Policy for review. Dr. Prem Singh pointed out that the deadline for the revisions to the Policy is in April, before it goes to the Union for evaluation. He informed everyone that faculties can submit their concerns/ comments regarding the policy directly to Dr. Rubinstein (MARC)
2. Dr. Badowski enquired if the current policy applies to UOG students who are enrolled at other DE institutes. Dr. Singh explained that the UOG DE Policy is only applicable to students who are enrolled in DE courses offered exclusively at UOG.

- D. The chair informed the committee that Faculty Senate (FS) has returned the Chemistry Program's Self Study Report due to lack of "Summary of Recommendations." He requested Dr. Randhir Deo (Chemistry representative) to coordinate with fellow chemistry faculties and submit the "Summary of Recommendations" soon.

IV. Old Business and Continuing Business

A. Finalize CNAS proposed CLOs

1. The chair distributed the proposed CNAS CLOs submitted by the Ad Hoc Committee formed to work on the CNAS's CLOs during the fall 2010/spring 2011 break. Dr. Badowski raised concerns about assessing all the proposed CLOs. The chair informed everyone that perhaps it is better to get more feedback from the Division Chairs and other faculty members. Dr. Randhir Deo suggested putting a deadline on the feedback from faculty members. Chair will email the complete submitted CLOs to the Division Chairs for final review, with April 15th as the deadline for the feedback.

B. Update on: Course SLOs, Program PLOs, and CMs, and Degree Programs Long Term Assessment Plans

1. The chair informed the committee that all the SLOs and Degree Program's Long Term Assessment Plans needs to be uploaded into TracDat before their proposed second visit

C. Second TracDat Visit

1. The chair informed the committee that TracDat's proposed second visit is April 29-30, 2011.
2. The chair informed the committee that courses uploaded in TracDat, but not listed in the current catalog will be hidden instead of being deleted in TracDat.
3. The Chair informed the committee that he will search for the User Guide for TracDat.

V. New Business

1. The chair enquired with Dr. Frank L. for possibility of linking TracDat directly under CNAS webpage. The chair also proposed for posting the CNAS Assessment Committee's agenda and minutes to the webpage.
2. Dr. Zoltan suggested that the committee should prepare a set of Questions for TracDat's second visit.
3. Dr. Zoltan informed the committee that the GE outcome assessment also needs to be included into TracDat

VI. Next Meeting

1. The next CNAS Assessment Committee meeting was proposed for March 11, 2011

VII. Adjournment

1. The meeting was adjourned at 12.15pm

CNAS Assessment Committee (CNAS-AC)
March 18, 2011
Agenda

- I. Call to Order
- II. Approval of minutes of February 25, 2011 Meeting
- III. Announcements
 - A. UAC Update:
 1. April 1, 2011 Annual Assessment Inventory for AY2010-2011
 - B. Update from Dean
- IV. Old Business and Continuing Business
 - A. CNAS proposed CLOs:

Chair emailed CNAS Division Chairs (Agriculture and Life Sciences, Math and Computer Science, Natural Science and SW) to review with their respective program faculty CNAS-AC's proposed CLOs (cc'ed all CNAS faculty); and asked Chairs to meet with their respective degree program faculty for input/recommendations/etc. and submit these input/recommendations/ etc. by April 15.
 - B. Updates on TracDat:
 1. CS/CIS TAs are "hiding" all courses in TracDat for courses not listed in catalog;
 2. Updates on Assessment Plans:
 - a. Chair is currently working with CFS to finalize their long term assessment plan;
 - b. SW will discuss their long term assessment plan in their retreat in April 2011;
 - c. All CNAS Degree Program Faculty must upload in TracDat their long term assessment plans by end of spring 2011 (Recall that the UAC's assessment inventory for the AY 2010-2011 is on April 1). Implementation of long term assessment plans should begin this spring semester (all must begin by fall 2011). CNAS-AC will begin generating assessment reports by fall 2011 (Note that to generate assessment reports, need to indicate "benchmarks").
 - C. Second TracDat Visit
 1. Mr. Paul DeSante confirmed the TracDat 2nd Visit on April 29-30, 2011.
 2. Tentative Proposed Agenda for the Workshop
 - a. "A review of the progress that UAC/CNAS/Other Colleges, Schools, etc. have made as well as issues/difficulties that were encountered in the process. Where appropriate, TracDat configuration changes should be made. In addition, process issues should be discussed and suggestions made on possible changes."
 - b. Discussion on the following areas:
 - Program Assessment Plans (A need to run reports);
 - Course Assessment Plans (A need to run reports);
 - General Education Assessment (Need update from our university wide GE Committee);
 - Program Self Study (How can we use/configure TracDat to make work with Program Self Studies more "user friendly" for everyone);
 - Interfacing TracDat with LiveText.
 - c. Q/A Session.
 3. Input from Committee especially from the "CNAS Summer 2010 TracDat Team" on questions, concerns, recommendations, etc. for the TracDat 2nd Visit.
- V. New Business
- VI. Open Forum
- VII. Next Meeting?
- VIII. Adjournment