

CNAS Assessment Committee (CNAS-AC)
August 26, 2011 Agenda (Tentative)
(Recorder: Prof. Gena Rojas)

1. Call to Order
2. Approval of minutes of May 13, 2011 meeting.
3. Announcements
 - 3.1 UAC Updates
 - 3.1.1 Update on 2011 Annual Assessment Inventory submitted.
 - 3.1.2 UAC Sponsored Workshop:

2011 Fall Professional Development
Academic Assessment Workshop and Consultation with
Dr. Stephen P. Hundley, Ph.D

 - 3.1.2.1 Day/Time (From Dee LG: CNAS Consultation meeting tentatively set for Sept. 13, 1130-1 pm at SBPA RM 262)
 - 3.1.2.2 Questions to ask Dr. Hundley?
 - 3.2 CNAS-AC Updates:
 - 3.2.1 Update on Summer 2011 TracDat (TD) Team
(We need to finalize and upload the final version in TD the following: all course SLOs, all degree program PLOs, all degree program CMs, and all degree program long term assessment plans. In addition, all degree programs must begin their long term assessment plan by this fall 2011 and generate TD's 4-column assessment reports by spring 2012. We will submit these 4-column reports to UAC in spring 2012):
 - 3.2.1.1 BIO: Dr. Kate Moots (Dr. Frank Camacho);
 - 3.2.1.2 CHEM: Dr. Randhir Deo (Dr. Maika Vuki);
 - 3.2.1.3 CS/CIS: Dr. Fenglien Lee;
 - 3.2.1.4 CFS: Prof. Gena Rojas;
 - 3.2.1.5 MATH: Dr. Zoltan Szekely;
 - 3.2.1.6 SW: Dr. Lisa Natividad;
 - 3.2.1.7 TROPICAL AG: Dr. Prem Singh (Dr. James McConnell).
 - 3.3 Updates from Dean
 - 3.3.1 CFES Interviews with faculty in September (Please see Annie, Julie or Tessie to reserve day/time in September).
 - 3.3.2 Dean will be announcing a college wide meeting tentatively set for early October, 2011.
 - 3.3.3 UOG's 60th Anniversary.
 - 3.4 Grazyna and Lisa submitted for presentation at the Assessment Institute Conference in Indianapolis a topic titled: "*Developing Meaningful College Learning Outcomes*. It was accepted for presentation to be given on October 31 or November 1, 2011.
4. Old Business and Continuing Business
 - 4.1 CNAS Assessment Committee's final recommendation to Dean Yudin regarding CNAS's CLOs?
5. New Business
 - 5.1 Implementation of degree program long term assessment plan
 - 5.2 Course Level Assessments (SLO assessments)
6. Open Forum
7. Next Meeting?
8. Adjournment

CNAS Assessment Committee (CNAS-AC)
August 26, 2011 Minutes

Present: H. Taijeron (Chair), G. Badowski, H. Chen, R. Deo, F. Lee, J. McConnell, L. Natividad, G. Rojas, P. Singh, C. Swanson, Z. Szekely, M. Vuki

I. The meeting was called to order at 2:10 p.m.

II. The committee approved the minutes of May 13, 2011.

III. Announcements/Updates

A. UAC Updates

The Chair reported the 2011 annual assessment inventory was submitted to UAC on April 2011 and that updates/changes to any plans are due October 1, 2011. CNAS-AC members were advised to email any plan changes annual assessment. If there are no changes, the Chair will inform UAC that assessments are in progress and there are no changes to the annual assessment plan.

B. UAC Sponsored Workshop 2011 Fall Professional Development Training

The Chair provided more details and an update to the Academic Assessment Workshop and Consultation with Dr. Stephen P. Hundley. CNAS Assessment Committee members were encouraged to attend the workshop. A meeting with Dr. Hundley and CNAS-AC is tentatively scheduled for Tuesday 11:30-1:00 p.m. at SBPA room 262. The Chair thanked C. Swanson for inviting Dr. Hundley to UOG to conduct the workshop.

C. CNAS-AC Updates

2011 summer work for the TracDat (TD) Team must be completed. All course SLO's, degree PLO's, all degree program CMs, and all degree program long-term assessment plans must be uploaded in TracDat. The Chair noted that all degree programs must begin their long-term assessment plan by this fall 2011 and generate TD's 4-column assessment reports by spring 2012. The 4 column reports will be submitted to UAC Spring 2012.

D. CNAS Dean Updates

- The Dean will be conducting CFES Interviews with faculty in September; contact Annie, Julie, or Tessie to reserve day/time in September.
- The Dean will hold a college-wide meeting tentatively set for early October, 2011.
- UOG's 60th Anniversary will be a yearlong celebration beginning in January 2012. Colleges and Research Units have been assigned a particular month to host activities; CNAS will host activities in June. More information will be forthcoming.

E. Assessment Institute Conference Presentation – Grazyna and Lisa will present “*Developing Meaningful College Learning Outcomes*” at the Assessment Institute Conference in Indianapolis on October 31 or November 1, 2011. Congratulations!

IV. Old Business

A. The Chair discussed status of CNAS CLO's and suggested CNAS-AC move toward finalizing the CLO recommendations to the Dean.

B. F. Lee attended the TracDat conference in June, he announced that TracDat 4.2 has been upgraded to 4.4 with enhanced functions.

V. New Business

A. All degree programs have implemented long term assessment plans fall 2012.

B. Course Level Assessments have begun fall 2012.

VI. Open Forum

G. Rojas reported the difficulty in generating a report which links PLO's to selected courses to be assessed. It was discovered that in order to link selected courses to PLO's, assessment measurements and benchmarks would have to be entered into each associated course SLO.

VII. Fall 2011 Meeting Schedule

Meetings will be held the third Friday of the month at 11:00 a.m, Room 202 CNAS

VIII. Adjournment

The meeting adjourned at 3:10 p.m

Submitted by: Gena Rojas 9/16/2011

CNAS Assessment Committee (CNAS-AC)
September 16, 2011 Agenda
(Recorder: Dr. Prem Singh)

9. Call to Order

10. Approval of minutes of August 26, 2011 meeting.

11. Announcements

3.5 UAC Updates

3.5.1 Dr. Stephen Hundley's Conference/workshops.

3.6 CNAS-AC Updates:

3.6.1 Update from Summer 2011 TracDat (TD) Team members on their respective degree program's 5-year assessment plan:

3.6.1.1	Dr. Randhir Deo, CHEM;
3.6.1.2	Dr. Frank Lee, CS/CIS;
3.6.1.3	Dr. Kate Moots, BIO;
3.6.1.4	Dr. Lisa Natividad, SW;
3.6.1.5	Prof. Gena Rojas, CFS;
3.6.1.6	Dr. Prem Singh, TROP. AG;
3.6.1.7	Dr. Zoltan Szekely, MATH.

3.6.2 Chair would like to meet with the TD Team regarding the following:

- 3.6.2.1 To review and recommend a "standard TD 4-column report template" that all of CNAS's degree programs can use when reporting their 5-year assessment plans.
- 3.6.2.2 On assisting Chair with class level assessment studies submitted by faculty.

3.7 Updates from Dean

3.7.2 September 30, 2011 college wide meeting tentatively set at the Reef Hotel.

3.7.3 Reminder that the CFES September CFES Faculty Interviews began Sept. 13. If you have not yet made an appointment to meet with the Dean, please do so with either Annie, Julie or Tessie.

12. Old Business and Continuing Business

4.2 Implementation of degree program long term assessment plan - Chair requests updates on what's accomplished by the last meeting of CNAS-AC this fall semester from::

- Dr. Frank Camacho, Dr. Kate Moots representing the biology degree program;
- Prof. Gena Rojas representing the CFS degree program;
- Dr. Randhir Deo, Dr. Maika Vuki representing the chemistry degree program;
- Dr. Frank Lee, Dr. Carl Swanson representing the CS/CIS degree programs;

- Dr. Alicia Aguon, Dr. Grazyna Badowski, Prof. Han Tower Chen, Dr. Hideo Nagahashi, Dr. Zoltan Szekely representing the mathematics degree program;
- Dr. Lisa Natividad representing the SW degree program;
- Dr. Prem Singh, Dr. James McConnell representing the tropical agriculture degree program.

4.3 Course Level Assessments: Chair will email all faculties who have done course level assessment to submit their assessment studies to our Committee for posting in TracDat.

13. New Business

5.3 Form CLO Ad Hoc Committee to (need volunteers):

- 5.3.1 Review the advantages/disadvantages of establishing CLOs for CNAS and recommend to CNAS-AC if we should have CLOs;
- 5.3.2 Establish a list of CLOs if recommendation is positive;
- 5.3.3 If recommendation on CLOs is negative, then recommend an “alternative approach” besides CLOs that standardizes PLO Assessment studies that all degree programs can use such as the recommendation that Dr. Hundley suggested using CNAS’s Mission and Goals:

- | | |
|---------|--|
| 5.3.3.1 | Standard college rubric for problem solving; |
| 5.3.3.2 | Standard college rubric for critical thinking; |
| 5.3.3.3 | Standard college rubric for communication; |
| 5.3.3.4 | ... |

5.3.4 Report how the recommended proposal would affect our current degree program PLOs, long term assessment plans, etc.

5.3.5 Ad Hoc Committee report findings by our last meeting this fall 2011 semester.

14. Open Forum

15. Next Meeting: Oct. 21, 11 am, @ALS 202.

16. Adjournment

CNAS Assessment Committee (CNAS-AC)
October 21, 2011 Tentative Agenda
(Recorder: Dr. Carl Swanson)

17. Call to Order

18. Approval of minutes of September 16, 2011 meeting.

19. Announcements

3.8 UAC Updates

3.8.1

3.9 CNAS-AC Updates:

3.9.1 Update from CNAS TD Team:

The TD Team held a meeting on Oct. 14, 2011. The following were discussed at this meeting:

3.9.1.1 It was suggested that all assessment reports including the annual inventory reports be done via TD (using TD's 4-column assessment report) especially since UAC is requiring all UOG degree program faculties to submit their annual inventory reports using TD.

3.9.1.2 The TD Team recommended that we finalize the processing of TD's 4-column reports for each of our degree program's 5-year assessment plans using the results obtained this semester and/or spring 2012 semester. This will make it possible for all of CNAS degree programs to submit their annual inventory reports to UAC by the Oct. 1, 2012 deadline.

3.9.1.3 It was recommended that Gena, Frank L. and Henry give a presentation to CNAS-AC on the detailed process of generating TD's 4-column assessment report, and the possibility of recommending a "standard college wide 4-column report template" that all of our degree programs can use (See Section 6.1).

3.9.1.4 Due to such a very time-consuming process involved in assessment projects and the uploading of these assessment activities in TD, it was recommended that CNAS give credit to faculty who are primarily involved with this process in their CFES Scholarly, Creativity, and Research Endeavor.

3.9.2 CLO Ad Hoc Committee update:

The CLO Ad Hoc Committee held its first meeting on Oct. 7, 2011. The following items were discussed and/or recommended by this Committee:

3.9.2.1 CLOs tabled.

3.9.2.2 Recommend that the CLO Ad Hoc Committee be called the "College Level Assessment Plan Subcommittee of CNAS-AC." A major responsibility of this Committee is the possibility of developing a college wide rubric for all of CNAS's goals stated in our UOG 2011-2012 Catalog:

- Standard college rubric for problem solving;
- Standard college rubric for critical thinking;
- Standard college rubric for communication;
- ...

3.9.2.3 California State Polytechnic University's "College of Science Strategic Plan" was distributed for discussion, and was noted that the CNAS-AC should work on a similar proposal for CNAS.

3.9.2.4 James, Chair of CNAS-AAC, was asked if CNAS-AAC could request the division chairs to provide data regarding CNAS Faculty FTEs for the past 5 years (more years if possible); number of majors for each of our degree programs for the past 5 years (more years if possible); etc.

3.9.2.5 Maika was elected chair for this College Level Assessment Plan Subcommittee of CNAS-AC, and he called the next meeting for this subcommittee on Oct. 28.

3.10 Updates from Dean

3.3.1 Dean announced at CNAS-AAC's Oct. 14 meeting that all division chairs (and program coordinators) bring up with their respective faculty his proposed Single Degree Program - BSc with specialization.

20. Old Business and Continuing Business

4.4 The CNAS TD Team will be updating CNAS-AC at our monthly meetings on our 5-year assessment plans and other assessment activities including class level assessments being conducted since all assessment activities will be uploaded in TD.

4.5 "College Level Assessment Plan Subcommittee of CNAS-AC" will be updating CNAS-AC on CLOs plus other items such as "standard college rubrics" for our degree programs to use, California State Polytechnic University's "College of Science Strategic Plan", etc.

21. New Business

22. Open Forum

6.1 **Tentative:** TD Demonstration by Gena and Frank L (Bring your laptop if you want to participate).

23. Next Meeting: Nov. 18, 1100, @ALS 202

24. Adjournment

CNAS Assessment Committee (CNAS-AC)
November 18, 2011 Agenda (**Tentative**)
(Recorder: Dr. Zoltan Szekely)

25. Call to Order

26. Approval of minutes of October 21, 2011 meeting.

27. Announcements

3.11 Updates from UAC (Henry)

3.11.1 UAC's recommendations to Faculty Senate and the SVP pertaining to assessment of student learning outcomes for the proposed self-study program review guidelines was forwarded to FS and SVP (See attached memo from UAC to the SVP and the FS President for these recommendations).

3.12 Updates from Dean (Henry)

3.12.1 Latest schedule for UOG's 60th Anniversary Schedule for CNAS:

- 3.12.1.1 6/6/12 – 6/11/12 Land Grant Week (Focus on the Morrill Act)
- 3.12.1.2 6/13/12 – 6/17/12 Natural Science Week
- 3.12.1.3 6/20/12 – 6/24/12 Math and Computer Week
- 3.12.1.4 6/23/12 UOG designated a land-grant institution
- 3.12.1.5 6/27/12 – 6/30/12 Agriculture and Life Sciences
- 3.12.1.6 6/29/12 Biba UOG Day (Re-dedication of President's Grove)

3.12.2

3.13 Updates from university wide GE Committee (Zoltan)

28. Old Business and Continuing Business

4.6 Updates from CNAS TD Team (Henry):

The TD Team held a meeting on Nov. 4, 2011. It was decided at this meeting to upload all necessary documents to generate the following TD Reports:

- Assessment Impact by PLOs
This report shows each assessment unit's plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.
- Assessment Plan
This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.
- PLO Assessment Report – 4 Column
This report shows the PLOs, Assessment Methods, Results and Action Plans for the Program.
- Curriculum Mapping
This report shows how each course is related to a PLO using curriculum mapping (It was decided that for CMs, courses should be linked to each PLO as either I for Introduced, M for Mastered or R for reinforced).
- Documents List
This report list all documents (files) stored in each folder for each unit.

4.7 Updates from CLO Ad Hoc Committee (Maika).

29. New Business

30. Open Forum

31. Next Meeting: Dec. 9, 2011, 1100, @ALS 202???

32. Adjournment

CNAS Assessment Committee (CNAS-AC)

December 9, 2011 Agenda
(Recorder: Dr. Alicia Aguon)

33. Call to Order

34. Approval of minutes for:

- 2.1 October 21, 2011 meeting;
- 2.2 November 18, 2011 meeting.

35. Announcements

3.14 Updates from UAC (Henry)

3.15 Updates from Dean (Henry)

3.15.1 Reminder: Latest schedule for UOG's 60th Anniversary Schedule for CNAS:

3.15.1.1	6/6/12 – 6/11/12	Land Grant Week (Focus on the Morrill Act)
3.15.1.2	6/13/12 – 6/17/12	Natural Science Week
3.15.1.3	6/20/12 – 6/24/12	Math and Computer Week
3.15.1.4	6/23/12	UOG designated a land-grant institution
3.15.1.5	6/27/12 – 6/30/12	Agriculture and Life Sciences
3.15.1.6	6/29/12	Biba UOG Day (Re-dedication of President's Grove)

3.15.2 Dean wants a tentative summary report from each of CNAS' degree program @ CNAS on their plans for our 60th anniversary at least by midterm of spring 2012;

3.15.3 If funds are available, will send about 3 CNAS-AC members to the WASC 2012-13 WASC Assessment Leadership Academy:

3.15.3.1 Conference is on:

A New Opportunity for Campuses to Develop
Assessment Expertise and Leadership
March 2012-January 2013 *Application Deadline: February 15, 2012*

3.15.3.2 For more info., visit: <http://www.wascsenior.org/ala/overview>.

3.16 Updates from university wide GE Committee (Zoltan)

36. Old Business and Continuing Business

4.8 Updates from CNAS TD Team (Henry):

Reminder of the decision to upload all necessary documents to generate the following TD Reports (Items 4.1.1-4.1.3 below should be completed before the beginning of spring 2012, and the others by the end of spring 2012):

- **Assessment Impact by PLOs**
This report shows each assessment unit's plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.
- **Assessment Plan**
This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.
- **PLO Assessment Report – 4 Column**
This report shows the PLOs, Assessment Methods, Results and Action Plans for the Program.
- **Curriculum Mapping**
This report shows how each course is related to a PLO using curriculum mapping (It was decided that for CMs, courses should be linked to each PLO as either I for Introduced, M for Mastered or R for reinforced).
- **Documents List**
This report list all documents (files) stored in each folder for each unit.

4.9 Updates from CLO Ad Hoc Committee (Maika).

37. New Business

38. Open Forum

39. Next Meeting: Beginning of Spring 2012 (Chair will call meeting during 1st week of spring 2012)

40. Adjournment

CNAS Assessment Committee (CNAS-AC)

December 9, 2011 Agenda

(Recorder: Dr. F. Camacho)

Present: H.Taijeron, Chair; P. Singh; J. McConnell; F. Camacho; K. Moots; G. Rojas; M. Vuki; F. Lee; A. Aguon; H.T. Chen; Z. Szekeley; Y. Takenouchi; L. Natividad

41. Call to Order: 11:10 a.m.

42. Approval of minutes for:

2.3 October 21, 2011 meeting: Approved

2.4 November 18, 2011 meeting: Approved

43. Announcements

3.17 Updates from UAC

No meetings in November. Next update will be next meeting in January 2012.

3.18 Updates from Dean

3.18.1 Latest schedule for UOG's 60th Anniversary Schedule for CNAS:

5/2012	Social Work
6/6/12 – 6/11/12	Land Grant Week (Focus on the Morrill Act)
6/13/12 – 6/17/12	Natural Science Week
6/20/12 – 6/24/12	Math and Computer Week
6/23/12	UOG designated a land-grant institution
6/27/12 – 6/30/12	Agriculture and Life Sciences
6/29/12	Biba UOG Day (Re-dedication of President's Grove)

- Note that Social Work is scheduled for May, 2012.

3.18.2 Dean wants a tentative summary report from each of CNAS' degree program @ CNAS on their plans for our 60th anniversary at least by Jan. 31, 2012

- Ag, Bio, and Chem will have activities throughout June, including poster displays during the week of engagement. Dr. Vuki will be presenting the plan of activities for Natural Sciences to the AAC on December 9 (today).
- Dr. Swanson volunteered to do a presentation for Computer Science program
- P.E., ROTC, and Health Sciences need to be added to schedule of activities.

3.18.3 Dean would like CNAS-AC members to attend today's meeting with Mr. David Okada regarding UOG's "Strategic Physical Master Plan", 2 p.m. in ALS 127.

3.18.4 If funds are available, will send about 3 CNAS-AC members to join the WASC 2012-13 WASC Assessment Leadership Academy:

3.18.4.1 Academy theme is:

A New Opportunity for Campuses to Develop
Assessment Expertise and Leadership

March 2012-January 2013 *Application Deadline: February 15, 2012*

- Requires doing a leadership study for 1 year. SVP will cover tuition and certain costs, but not travel. Funds may be available for 1 faculty member to attend.
- Program is designed to train campus leaders in assessment

3.18.4.2 For more info, visit: <http://www.wascsenior.org/ala/overview>.

3.19 Updates from university wide GE Committee (Zoltan)

Dr. Szekeley reported on the GE Committee's progress. The committee agreed that they should focus more on ILO's, moving from the Heap model to the Core model, with more interrelationships between outcomes. Also, the GE committee agreed that more flexibility is needed for programs to get students closer to fulfill GE's that relate to their program. Lastly, there have been discussions to create a GE capstone course.

- GE Committee will be presenting recommendations to faculty senate next week
- Key elements of recommendations will be presented during Faculty Development Day

44. Old Business and Continuing Business

4.10 Updates from CNAS TD Team (Henry):

CNAS programs were reminded of the decision to complete uploading all necessary documents to generate the following TD Reports (Items 4.1.1-4.1.3 below) before the beginning of spring 2012, and the others by the end of spring 2012):

- Assessment Impact by PLOs
This report shows each assessment unit's plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.
- Assessment Plan
This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.
- PLO Assessment Report – 4 Column
This report shows the PLOs, Assessment Methods, Results and Action Plans for the Program.
- Curriculum Mapping
This report shows how each course is related to a PLO using curriculum mapping (It was decided that for CMs, courses should be linked to each PLO as either I for Introduced, M for Mastered or R for reinforced).
- Documents List
This report list all documents (files) stored in each folder for each unit.

4.11 Updates from CLO Ad Hoc Committee (Maika).

Dr. Vuki reported that the CLO ad hoc committee is working on the rubrics for programs to use for assessment. There is also interest in the use of standardized exams for assessment.

45. New Business

46. Open Forum

6.1 Dr. McConnell reported to the CNAS-AC committee that a link has been sent to Dr. Taijeron for online course evaluations through Qualtrics. The link would be open until December 29, 2011.

6.2 CNAS-AC member Gena Rojas reported that there is good historical information on courses, including enrollment, on the UOG website. Access is through the Office of Academic Affairs and Institutional Research page.

47. Next Meeting: Beginning of Spring 2012 (Chair will call meeting during 1st week of spring 2012)

48. Adjournment: 12:16 p.m.

CNAS Assessment Committee (CNAS-AC)
February 2, 2012 Meeting Agenda
(Recorder: Dr. Fenglien Lee)

49. Call to Order

50. Approval of minutes for:

- 2.5 October 21, 2011 meeting???
- 2.6 November 18, 2011 meeting???
- 2.7 December 9, 2011.

51. Announcements

3.20 Updates from UAC (Henry)

3.20.1 UAC's recommendations to Faculty Senate and the SVP pertaining to assessment of student learning outcomes for the proposed self-study program review guidelines;

3.20.2 Summary Presentation of the April 2010 and October 2011 Annual Assessment Inventories

3.20.3 Faculty Development
Visiting Scholars to campus over the 2011 Christmas Break (Dr. R. Carpenter, Portland State U., Dr. S. Betances, Souder, Betances and Associates, Diversity Trainers and Consultants)

3.20.4 Need details on the new WASC Guidelines?

3.21 Updates from Dean (Henry)

3.21.1 Reminder: UOG's 60th Anniversary Schedule for CNAS (June):

3.21.1.1 Recall that Dean needs a tentative summary report from each of CNAS' degree program on plans for our 60th anniversary by January 31, 2012.

3.21.1.2 Update on the Division of Natural Sciences proposal for "Open House Workshops" planned for this semester (Need to also know if other CNAS degree program will be participating).

3.21.1.3 Current schedule for CNAS:

- 6/13/12 – 6/17/12 ... Natural Science Week
- 6/20/12 – 6/24/12 ... Math and Computer Week
- 6/23/12 UOG designated a land-grant institution
- 6/27/12 – 6/30/12 .. Agriculture and Life Sciences
- 6/29/12 Biba UOG Day (Re-dedication of President's Grove)

3.22 Updates from university wide GE Committee (Zoltan)

52. Old Business and Continuing Business

4.12 Updates on uploading all necessary documents to generate the following TD Reports (Decision by TD Team to complete uploading before the beginning of spring 2012, and the others by the end of spring 2012):

- Assessment Impact by PLOs
- Assessment Plan
- PLO Assessment Report – 4 Column
- Curriculum Mapping
- Documents List

4.1.1 Update from Biology (Kate);

4.1.2 Update from CFS (Gena);

4.1.3 Update from Chemistry (Maika);

4.1.4 Update from CS/CIS (Frank L.);

4.1.5 Update from Math (Zoltan);

4.1.6 Update from SW (Lisa);

4.1.7 Update from Trop. AG (Prem).

4.13 Recall: The first year of the 5-year assessment plan must be implemented this AY 2011 - 2012, and results must be reported and uploaded in TracDat by the end of this AY 2011-2012 (Results must be uploaded for review by UAC's Oct. 1, 2012 Deadline).

4.14 Updates from CLO Ad Hoc Committee (Maika).

53. New Business

54. Open Forum

55. Meetings (dates/time for spring, 2012)?

7.1 As a solution proposed by AAC Chair Jim: "I would like to propose that we try to conduct the meeting using Moodle next week. I have established a CNAS--AAC page in the local development Moodle site. I will need everyone to email moodlehelp@uguam.uog.edu to set up an account and get enrolled into the page."

7.2 Chair will review everyone's schedule and see if he can find a day/time to meet at a time that everyone can attend.

56. Adjournment

CNAS Assessment Committee (CNAS-AC)
February 3, 2012 Meeting Minutes
(Recorder: Dr. Fenglien Lee)

Present: H.Taijeron, Chair; J. McConnell; F. Camacho; K. Moots; G. Rojas; F. Lee; Z. Szekeley; C. Swanson.

57. Call to Order: 11:15 a.m.

58. Approval of minutes for:

December 9, 2011 meeting: Approved with two corrections:

1. In 3.2.2: Dr. Swanson will **write an article called The Computer History in Guam to PDN.**
2. In 3.3: GE Committee will be presenting recommendations to faculty senate next **semester.**

59. Announcements

3.23 Updates from UAC (Henry)

3.23.1 UAC's recommendations to Faculty Senate and the SVP pertaining to assessment of student learning outcomes for the proposed self-study program review guidelines;

Henry: This guideline is being look by Faculty Senate and some of CLASS degree programs are using this guideline.

Gina: New guideline was introduced by the Standing Committee for Institutional Excellence; Kyle Smith has the most up-to-date version.

3.23.2 Summary Presentation of the April 2010 and October 2011 Annual Assessment Inventories

Henry: We have submitted these inventories and they can be found from TracDat.

3.23.3 Faculty Development

Visiting Scholars to campus over the 2011 Christmas Break (Dr. R. Carpenter, Portland State U., Dr. S. Betances, Souder, Betances and Associates, Diversity Trainers and Consultants)

Henry: Dee put this message here is just for announcement.

3.23.4 Need details on the new WASC Guidelines?

The whole process is done. Dr. T. will talk to Dr. Whippy about the detail updates on next UAC meeting.

3.24 Updates from Dean (Henry)

3.24.1 Reminder: UOG's 60th Anniversary Schedule for CNAS (June):

3.24.1.1 Recall that Dean needs a tentative summary report from each of CNAS' degree program on plans for our 60th anniversary by January 31, 2012.

Henry: Email any finished report to me directly.

3.24.1.2 Update on the Division of Natural Sciences proposal for "Open House Workshops" planned for this semester (Need to also know if other CNAS degree program will be participating).

The Open House date is April 13 (Friday).

The target is to invite about 20 senior students per high school.

Dr. Vuki is the chair of the workshop committee. He will call another meeting to update the workshop activities later.

Dr. T. encourages faculty members to donate prizes.

If any person has a class on that day, he/she can not cancel the classes.

3.24.1.3 Current schedule for CNAS:

6/13/12 – 6/17/12 ... Natural Science Week

6/20/12 – 6/24/12 ... Math and Computer Week

6/23/12 UOG designated a land-grant institution

6/27/12 – 6/30/12 .. Agriculture and Life Sciences

6/29/12 Biba UOG Day (Re-dedication of President's Grove)

3.25 Updates from university wide GE Committee (Zoltan)

Zoltan: The committee will not submit the final GE updated proposal by the end of this semester. After many discussions, Carl raised a motion called "A recommendation to GE Committee to find a way to reduce the total GE credits to 45 credits"; and the motion was approved by the committee unanimously.

60. Old Business and Continuing Business

4.15 Updates on uploading all necessary documents to generate the following TD Reports (Decision by TD Team to complete uploading before the beginning of spring 2012, and the others by the end of spring 2012):

1. Assessment Impact by PLOs
2. Assessment Plan
3. PLO Assessment Report – 4 Column
4. Curriculum Mapping
5. Documents List

4.1.8 Update from Biology (Kate);

Kate: I am still collecting assessment data from faculty; nothing has been done.

4.1.9 Update from CFS (Gena);

a. Finished all five items above.

b. Collecting other data for Fall 2011 and need to upload them to TracDat.

4.1.10 Update from Chemistry (Maika);

4.1.11 Update from CS/CIS (Frank L.);

a. Finished reports for items 1, 2, and 4.

b. Uploaded all documents to Tracdat.

c. Finished first-year (2010) assessment results (CS202) of the CS/CIS 5-year assessment plan and uploaded them to TracDat.

d. Waiting for Dr. Swanson to submit second-year (2011) assessment results for CS431.

e. Need to finish Curriculum Mapping report in this semester.

4.1.12 Update from Math (Zoltan);

Zoltan has finished all of the reports and documents above. Only 2 persons in Math are working on this task.

4.1.13 Update from SW (Lisa);

4.1.14 Update from Trop. AG (Prem).

Jim has finished all five items above; He is setting up the pre-test and post-test documents in Moodle. He needs more time to get more data.

- 4.16 Recall: The first year of the 5-year assessment plan must be implemented this AY 2011 - 2012, and results must be reported and uploaded in TracDat by the end of this AY 2011-2012 (Results must be uploaded for review by UAC's Oct. 1, 2012 Deadline).
- 4.17 Updates from CLO Ad Hoc Committee (Maika).
5. New Business
6. Open Forum
Jim: Rudy is computer networking technician to support CNAS. Anyone can ask him for help.
Gina: Biology Program Review was approved by faculty senate last week. UCRC recommended it as a model for program review.
7. Meetings (dates/time for spring, 2012)?
- 7.3 As a solution proposed by AAC Chair Jim: "I would like to propose that we try to conduct the meeting using Moodle next week. I have established a CNAS--AAC page in the local development Moodle site. I will need everyone to email moodlehelp@uguam.uog.edu to set up an account and get enrolled into the page."
Kay: I prefer for face-to-face meeting instead of online meeting.
- 7.4 Chair will review everyone's schedule and see if he can find a day/time to meet at a time that everyone can attend.
Dr. T: Friday 9 to 10 am is the best time for us except Dr. Singh. He has a class on Friday morning.
8. Adjournment: 12:35 pm.

CNAS Assessment Committee (CNAS-AC)
March 2, 2012 Meeting Minutes
(Recorder: Dr. Henry J. Taijeron)

Present: H.Taijeron, Chair; G. Rojas; M. Vuki; F. Lee; C. Swanson; G. Badowski; Z. Szekely;

61. Call to Order at 0915.

62. Minutes for Feb. 3, 2012 Meeting was approved with the following amendments:

- 2.1 The last statement in Section 3.2.1.2 of the minutes should change from: "If any person has a class on that day, he/she cannot cancel classes" to "Dean cannot mandate the cancellation of classes. He can encourage faculty to cancel classes and participate if faculty feel that it will not affect their teaching schedule."
- 2.2 In Section 3.3 of the minutes, change from: "Zoltan: The committee will not submit ..." to "Zoltan: The committee will submit ..." (i.e., delete the word "not").

63. Announcements

3.26 UAC's 2/24/12 Meeting Updates (Henry):

3.26.1 UAC's recommendations pertaining to assessment of student learning outcomes for the proposed self-study program review guidelines was forwarded to FS and the SVP.

3.26.2 UAC's reminder of the October 1, 2012 submissions of assessment inventories.

3.26.3 SVP Whippy, UAC guest, updated UAC on the WASC accreditation redesign process including assessing graduation proficiencies, and UAC's role in this redesign:

3.26.3.1 SVP informed UAC that we are set for our on-site Educational Effectiveness Review (EER) in fall of 2016.

3.26.3.2 In spring of 2016, WASC will do an off-site review of our information. This will be followed by an on-site review. So UOG will have this AY to AY 2014-2015 to effectively obtain what information are needed by WASC done before the AY 2015-2016.

3.26.3.3 For this reason, it is important for UAC and the GenEd Committee to be very much involved in this preparation process before our off-site EER review during the AY 2015-2016 (This means that CNAS-AC will also be very much involved).

3.26.3.4 It suffices to note that "WASC will only be interested in our programs not in service, not in research except in how it pertains to "student learning."

3.26.3.5 At the FDD, SVP outlined the 5 institutional requirements, and we have to pick 2 of these 5 institutional proficiencies to be externally validated. "Externally validated" means that we have to give a test, but not necessarily to administer to everyone but we can use for example a random sample.

3.26.3.6 For the 2 institutional proficiencies, one will be assigned to the GenEd Committee and other to UAC.

3.26.4 On 3/1/12, UAC Chair emailed members that WASC suspended the requirement for external validation of graduation proficiencies ...

3.26.5 FYI - Below is the link from UAC Chair to the complete WASC Resource Fair Guide and materials:

<http://www.wascsenior.org/redesign/assessmentapproaches>

3.26.6 UAC will conduct a TracDat Training Workshop and is asking CNAS-AC if we could participate in this workshop (Recommend at least Frank L. as TracDat System

Administrator and Gena to report on the “TracDat Reports Tap”).

- 3.26.7 2012 WASC Academic Resource Conference (ARC): Chair for UAC is asking if anyone on our CNAS-AC would be interested in attending and presenting (I’ve asked Dr. Frank L. and Gena if they are interested in attending).

3.27 Updates from Dean (Henry)

- 3.27.1 Reminder: UOG’s 60th Anniversary Schedule for CNAS (June):

3.27.1.1 Still waiting from Division Chairs and degree program coordinators for the tentative summary report on plans for our 60th anniversary scheduled for June, 2012.

3.27.1.2 CNAS Open House is now set for April 13 (Update from Maika, Chair for this subcommittee of CNAS-AAC). Need to post the following on our UOG/CNAS Website:

- Maika’s online registration;
<https://docs.google.com/spreadsheet/viewform?formkey=dG1hTW03RIVFVGNRVmdDeTM5YThHd0E6MQ>
- Media Release Form
- Open House Flyer/Poster with agenda
- Chemistry Media Release Form

3.28 Updates from university wide GE Committee (Zoltan):

Zoltan updated CNAS-AC by reporting GE Committee’s (GERC’s) presentation at FDD:

- 3.28.1 The FDD took place in February 17, 2012. In the GERC session over 25 faculty members participated. Initial discussion was based on the following:

- distribution model,
- core curriculum model,
- thematically required courses,
- common intellectual structure,
- upper-level and capstone requirements,
- learning communities.

After the initial discussion, the attendees were broken up into 4 different groups:

- Group 1: A framework for General Education reform at the UOG;
- Group 2: Incorporating model elements into UOG’s General Education structure;
- Group 3: Aligning the GenEd offering with UOG’s Institutional Learning Objectives (ILOs);
- Group 4: Optimizing the current model

A considerable number of feedbacks after the group sessions were based on the reduction of the current 55 GenEd credit hours requirement to a number closer or equal to the WASC mandated minimum 45 credit hours. The goal of GERC is to incorporate faculty opinion into the GERC report that is going to be presented to the Faculty Senate at the end of the Semester.

- 3.28.2 Maika pointed out that our CNAS-AAC approved a motion to first have our degree program faculties review any change(s) regarding the GE requirements, and their recommendation(s) be forwarded to CNAS-AAC for AAC approval.

64. Old Business and Continuing Business

- 4.18 Final updates on uploading all necessary documents to generate TD Reports will be put off till last meeting of this spring semester. A reminder that the first year of the 5-year assessment plan must be implemented this

AY 2011 - 2012, and results must be reported and uploaded in TracDat by the end of this AY 2011-2012 (Results must be uploaded for review by UAC's Oct. 1, 2012 Deadline).

- 4.19 Updates from CLO Ad Hoc Committee will be presented after our April 13 CNAS Open House (Maika).
65. Remainder of CNAS-AC Meetings will be called on the first Friday of April and May.
66. The meeting was adjourned at 1010.

CNAS Assessment Committee (CNAS-AC)
April 20, 2012 Agenda
(Recorder: Dr. Kate Moots)

67. Call to Order

68. Approval of minutes for March 2, 2012 Meeting

69. Announcements

3.29 Updates from UAC (Henry)

3.29.1 UAC's recommendations to Faculty Senate and the SVP pertaining to assessment of student learning outcomes for the proposed self-study program review guidelines – inclusion in FacSen supporting docs.

3.29.2 UAC TracDat User Training completed and Frank L. posted it in our UOG/CNAS Website:
<http://www.uog.edu/dynamicdata/TracDatWorkshop.aspx?siteid=2&p=1106>.

Frank lee, prem singh, Maika vuki, z. szekely, Gena Rojas,

Dr. Frank Lee, Ms. Gena Rojas, Dr. Prem Singh, Dr. Zoltan Szekely, and Dr. Maika Vuki did PP presentations at the training workshop. Our TAs: Mr. Arnold Gimoto, Mr. Mikeson Helgenberger and Mr. Kitt Baron Chua Uy assisted our faculty during the hands-on session of the workshop.

3.29.3 CNAS is sending Dr. Frank Lee and Ms. Gena Rojas to present at the WASC Conference on April 18th – 20th, on the development of TracDat usage at UOG.

3.29.4 WASC Accreditation redesign with reference to external validation of graduation proficiencies has been suspended pending further discussion. However, other requirements will be considered by UAC and details will be furnished by the SVP. A subcommittee was appointed to consider the proposal from SVP and recommend strategies for addressing them. A major topic for deliberation would be on our graduate's proficiencies in these five areas: written and oral communication, quantitative skills, critical thinking, and information literacy. The subcommittee should also consider ways of using some available data on these skills.

3.29.5 CNAS-AC must be aware of WASC anticipated off-site Educational Effectiveness Review (EER) tentatively scheduled for spring 2016 and their on-site EER visit tentatively set for fall 2016. This implies that CNAS will be very much involved in the preparation of these WASC visits beginning AY 2012-2013 and complete what are necessary to effectively obtain all information by AY 2014-2015. According to SVP Whippy (quoted): "For the EER visit, WASC is only interested in our programs not in service, not in research except in how it pertains to student learning".

3.30 Updates from Dean (Henry)

3.30.1 Dean extends a "Dankulo na si Yu'os Maa'se to everyone regarding CNAS's Open House held April 13. It was a huge success. He is encouraging everyone to make this an annual event for CNAS.

3.1.2 Dean reminds all faculty to submit their 2011-2012 CFES Executive Summary Report by mid-June, 2012.

3.1.3 Dean congratulates CNAS-AC for all their work with TracDat. The Committee's work with TracDat resulted in UOG being invited to present at the WASC April 18-20 Conference (See Item 3.1.3 above).

3.2 Updates from university wide GE Committee (Zoltan)

70. Old Business and Continuing Business

4.20 Reminder that final updates on uploading all necessary documents to generate TD Reports at CNAS-AC's May meeting. Also a reminder that at least the first year of the 5-year assessment plan must be completed by this AY, and results must be uploaded in TracDat by UAC's Oct. 1, 2012 Deadline.

4.21 Updates from CLO Ad Hoc Committee also at our May Meeting (Maika).

71. New Business

72. Open Forum

73. Next meeting: May 4 or May 11?

74. Adjournment

CNAS Assessment Committee (CNAS-AC)
May 11, 2012 Agenda
(Recorder: Ms. Gena Rojas)

75. Call to Order

76. Approval of Minutes for April 20, 2012 Meeting

77. Announcements

3.31 Updates from UAC (Henry)

3.31.1 Need update on Faculty Senate's action on the newly proposed self-study program review guidelines – especially on the inclusion of UAC's recommendations pertaining to assessment of student learning outcomes?

3.31.2 UAC's WASC accreditation redesign process still on the table (Action postponed till Fall 2012). Recall that the WASC Accreditation redesign with reference to external validation of graduation proficiencies has been suspended pending further discussion. UAC formed a subcommittee to address this issue. A major topic that the subcommittee should address would be UOG's graduate's proficiencies in the following five areas: written and oral communication, quantitative skills, critical thinking, and information literacy.

3.31.3 Reminder:

CNAS-AC must be aware of WASC anticipated off-site Educational Effectiveness Review (EER) tentatively scheduled for spring 2016 and their on-site EER visit tentatively set for fall 2016. This implies that CNAS will be very much involved in the preparation of these WASC visits beginning AY 2012-2013 and complete what are necessary to effectively obtain all information by AY 2014-2015. According to SVP Whippy (quoted): "For the EER visit, WASC is only interested in our programs not in service, not in research except in how it pertains to student learning".

3.32 Updates from Dean (Henry)

3.2.2 Reminds all faculties to submit their 2011-2012 CFES Executive Summary Report by mid-June, 2012.

3.2.3 Recommends that we upload Dr. Frank Lee's and Ms. Gena Rojas's PP Presentations at the WASC Conference on April 18th – 20th at our UOG/CNAS/CNAS Assessment Website.

3.2.4 Recommends that we make the "CNAS April 13 Open House" conducted on behalf of our 60th Anniversary be an annual event.

3.3 Updates from university wide GE Committee (Zoltan)

78. Old Business and Continuing Business

- 4.22 Reminder that final updates on uploading all necessary documents to generate TD Reports at CNAS-AC's May meeting. Also a reminder that at least the first year of the 5-year assessment plan must be completed by this AY, and results must be uploaded in TracDat by UAC's Oct. 1, 2012 Deadline.
- 4.23 Request that the CLO Ad Hoc Committee continue on as a subcommittee for the coming AY 2012-2013." College Learning Outcome" is also an issue being brought up at UAC.

79. New Business

- 5.1 WASC Mandate for course SLOs/Program PLOs to be inserted in all syllabi:
Chair recommends that we upload all PLOs in our UOG/CNAS/Assessment Website:

<http://www.uog.edu/dynamicdata/CNASUndergraduatePrograms.aspx?siteid=23&p=652>.

All CNAS faculty can just state this link in their syllabi and avoid inserting all of their PLOs in their syllabi.

- 5.2 UAC's Statement on Assessment Terms and Definitions was discussed at their 5/4/12 Meeting and final document on this will be forwarded to CNAS-AC. Note the following link regarding Cal Poly's "Learning Outcomes Assessment Planning Guide":

<http://www.academicprograms.calpoly.edu/assessment/assessplanguide.htm>

There is a Glossary at the end of this document where some of the terms were incorporated by UAC on this "Assessment Terms and Definitions" project.

80. Open Forum

81. Next meeting: Beginning of Fall 2012

82. Adjournment