November 13, 2013 at 2:15pm NEA 187

**Attendance:** Brad Young, Ellen Joiner, Elena Reigadas, Bill Loiterman, Jim Stanbery, Son Nguyen, Yesenia King, Mike Reid, Lorrie Kato, Michael Fradkin, Sasha David, Van Chaney, and Yvette Parra.

**Bookstore:** B. Young any issues or concerns please let me know. Anthony Alvarez is the new point of contact for the book store. There was a student could not obtain book for S. David.

**Program Review:** Accreditation cycle is now due spring 2015 instead of the original spring 2016. This Thursday, M. Reid will join B. Young at CSUDH to discuss the validation process for the PACE program. E. Reigadas, suggested to discuss the assessment concerns in the PACE program. B. Young agreed and explained the PACE program history. B. Young took on responsibility of the PACE program when K. Carter retired. He agrees the program review and SLO’s must be completed and must have a completed pathway. Everything must map to Dominguez and this is the purpose of our visit. If PACE appears to be viable he will support the program. We have to work with the instructors to make sure the program is assessed. We should be able to let you know if we are going to continue with the program by next week. We need to find out how the students matriculate in.

**Turnitin.com** S. Nguyen, everything is fine. Funding? Still on the plan to repurchase the software. We should be guaranteed the same pricing for the next three years. In the last 3-6 months there have been less new users. Y. King plans to use it next semester.

**Schedule** – Academic Affairs is 50 sections over so we have been asked to reduce sections. B. Young – has zero out the enrollment in some of the staff classes. Announced Dr. Agopian will not return in the spring due to illness. We’ll send out a card for him. Please keep him in your thoughts. Spring schedule has flexibility if we need to cut sections. We have seven sociology classes in M. Agopian’s assignment. Soc 21 is no longer a requirement in the nursing program. We could cancel those classes to help out the division. If we do this the adjunct assignments will stay the same. We did make an agreement that we could have those sections back in the fall. We will have a summer session let me know if you’d like to be assigned. Let me know if there are any specific classes or times you’d like to teach.

**Economics workshop:** B. Young explained he met with F. Saddigh and M. Fradkin who are working on a preliminary four hour workshop to prepare students in math for economics classes. This planning was for the fall 2014 semester and it was suggested if there was funding and interest we could offer this as a cohort for micro students planning to enroll in macro. Thanked M. Fradkin for his help.

**Professional growth** – B. Young : S&BS has just under two thousand dollars for conferences. Pace has around five hundred for conferences. On March 17th unused funds will be transferred in the general fund for the campus. He suggested for everyone to send conferences into him for approval. J. Stanbery
was congratulated for speaking at the civil war conference. Tuition reimbursement funding is also available. Any questions please contact S. Nguyen and B. Young.

Supplies have been ordered. The stolen projector has been replaced in NEA 117 and large supplies of replacement bulbs have been ordered. Any issues with classrooms please contact us.

**SLO Discussion:** E. Joiner would like to discuss SLO’s. The Accreditation team would like to see we are not just assessing material but taking the data and using it. Categories – S. Nguyen and E. Joiner have been working on this in History department. Would like to share the process they have been going through. E. Reigadas will discuss authenticity and how we will bring the assessment together and share with adjuncts. B. Young has been very cooperative with scheduling this.

1. Distributed an example of a class that S. Nguyen and E. Joiner teach to give you a sense of how we are working on SLO’s and where we go from here. History 11 first couple of pages. Last spring we decided to revise the eight SLO’s and condensed them down to five. This semester will assess all five SLO’s. It is a challenge to coordinate this but it must be done. Important – 1. Identify your SLO’s early on so adjuncts are very well informed of what will be assessed. Inform them in December for the spring semester and in the spring for the fall. Let them know very early on so they can prepare. Another reason we revised them is because too many makes in the assessment process complicated. 1st SLO is chronology which we are assessing with a multiple choice quiz, a map, and essay. Final doc on hand out is that assessment and was suggested by adjunct T. Ursic. We are on a path to make this more meaningful to students and faculty. Hoping that assessing all five will allow us to find areas of weaknesses and fix them.

At the bottom of last page is a draft of what we are going to put on the use of results. We met together and are using a rubric. None of us are teaching the same way so it will be interesting to see who comes up with better results. We can then help each other.

Y. King asked about the use of results.

S. David asked about condensing and the use of results.

E. Reigadas suggested having a short summary or results. If there is evidence of change lets use it as results.

B. Young. Could that be some of the things that have? Need a good place holder online to have.

It would be nice next time to have an easier time

E. Joiner asked if we can post topics that are discussed in division meetings online.
S. David suggested each division to post their meeting notes as well.
E. J. Joiner suggested a small space on the Z drive for department meetings.
E. J. Joiner the more conscious we can be about documenting conversations we can show evidence of dialog.
S. David if we made our discussions all over email then that’s totally documented. That would be great if we can create a division forum.
B. Young our website is supposed to have a forum so each department could have their own chat room.
Nguyen forums are better so we can print them.
Young that’s a great idea.
E. Reigadas will be hard to use all the chatter as evidence would be more effective if we have a summary. We can give it a try however we can use the division meetings as evidence.
If there is a discussion and a resolution.
S. Nguyen suggested recording the meetings.

**Authentic assessment:** E. Reigadas asked if anyone has encountered any problems with assessment. E. J. Joiner: we have two instructors who that an essay is not objective so they have resisted writing assignments. We suggested a rubric and that seems to be working for them. E. Reigadas: Adjuncts have been resistant to writing assignments. It is okay to have multiple choice assessments but want to see more writing assignments.

E. Reigadas: Wants students to critically analyze their work. Distributed authentic assessment document and explained the examples listed. Will get together to analyze the short essays. There is an issue of program assessment and will show you later. Explained SLO’s about quantitative reasoning. Students should be able to read the graph and come up with solutions. Integrating materials from the textbook. Shared examples from the authentic assessment document.

E. J. Joiner: In history women can talk about different historical events
V. Chaney: discussed different political science examples that are similar with history

Fradkin: How do you integrate this assessment in your program? E. Reigadas – gives the activity in etudes and can be used in the middle of the semester or the end of the semester.
Y. King is using it as an end of semester assignment as well as Nguyen. All disciplines assess differently.

B. Loiterman confirmed it’s the ability to analyze the chart.
M. Fradkin: Are you using a rubric?
Y. King will create a rubric from the assessment results this semester.

E. J. Joiner: full time people have been participating in program review and assessment
Y. King: adjuncts are already testing the SLO’s so we are having full time instructors
E. Joiner: suggested lining up ISLO with SLO’s.

E. Reigadas: The problem on campus is an issue of not assessing our programs.
B. Loiterman: Why we didn’t do well on program review?
Friday’s meeting is with probationary faculty in NEA 218. We will have a very diverse audience.

E. Reigadas: We are assessing ISLO 4 Personal Development and 5 will be done by survey.
Anthropology did not participate in ISLO 1 because they did not have a full time faculty member.
Go to the web page to find the results.

E. Joiner: How are we going to schedule the meetings? Once a week?

B. Young explained he has changed teaching assignments in the spring so the division can meet every Wednesday at 1:00pm. This allows all fulltime instructors to attend the meeting. If we start at 1:00pm everyone will be free and leave time to teach the evening classes. We will start a week or two before the spring semester begins.

He asked how everyone felt about this new schedule. We can assist each other better. Everyone agreed.
E. Joiner suggested we try it in January. Suggested one or two of the meetings we can open it up to adjuncts to broaden the discussion. We can constantly evaluate it. All agreed.

We start spring February 10th and will meet the week before as well as in January.

Meeting end 4:00pm