Joint Educational Planning Committee, Budget and Planning Committee and Faculty Volunteers for Unit Assessment Review

Members Present:
EPC: Alma Johnson-Hawkins, Janice Silver, Said Pazirandeh, Pat Flood, Maury Pearl, Mark Pursley, Louise Barbato, Abdo Malki, Angela Echeverri, Michong Park, Phoebe Rivera (Resource)
Budget and Planning: Karen Hoefel, Leslie Milke, Debb Wong, Gary Prostak, Sandy Thomsen, Lil DeSilva, Francis Nguyen, Luz Nunez
Faculty Volunteers: Michael Climo, Leslie Foster (for Bob Smazenka)

The meeting was called to order at 1:40 by EPC Co-Chair Janice Silver

1. Maury Pearl introduced Nick Minassian, web designer and architect of the Unit Assessment system. He was thanked for his work in creating an accessible, user friendly format that has been received very positively by faculty.

2. **Review of 2007-8 Unit Assessment Process** – Janice Silver reviewed the process so far. All departments have responded to the unit assessments, which is a dramatic increase from the last cycle. The Educational Planning Committee invited Budget and Planning as well as all interested faculty members to participate in the validation process. Validation teams of two were developed.

3. **Proposed Validation Criteria:** Sample criteria were distributed with the agenda. Maury Pearl projected an example of a unit assessment and walked the group through several of the screens. Discussion ensued with the following recommendations:
   - data from Fall 07 should be provided for the validating teams
   - drop down questions on the data response screens should include the following themes: 1) were the data and evidence adequately reflected in the response? 2) Were analyses made of the day, evening and on-line trends? 3) Were comparisons with college averages discussed (where applicable)
   - a summary table should be added to the end of the assessment for noting areas that are complete and areas that require further information. This summary should also include space for comments

Maury Pearl stated that these revisions could be completed by April 11th.

4. **Time Frame for Validation of Unit Assessments:** It was agreed that four weeks is enough time for teams to validate the assigned units. All validations will be submitted to EPC by Friday May 9th.
5. **Process of Notification:** The EPC will meet May 12th (rather than the 19th) to review the reports and determine how and when the reports will be returned to the departments. A schedule will be designed for departments to come to EPC to discuss their reports and share updates, progress, questions and/or concerns.

6. **Team Assignments:** A list of team assignments based on submitted names was distributed. There was discussion regarding the updating of those people who were not in attendance. Alma Johnson-Hawkins stated that she would contact them. The suggestion was made that partners who were in attendance would update those who were not.

7. **Adjournment:** The meeting was adjourned at 3:00.

Respectfully submitted

Janice Silver