

**Assessment Committee  
Action Item Work Group Report  
June 13, 2002**

**Action Item # 4:**      **Orient students, faculty, staff, and administration to assessment and its linkages to Learning College principles**  
**Team Leader:**        **Dona Fletcher**  
**Team Members:**      **Debbie Badonsky, Carolyn Mann**

<b>I. Include information on assessment/evaluation in new faculty orientations. Institute a first year faculty experience, which would include extensive information on assessment and evaluation as part of the design.</b>
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| ◆ Review the notebook and videotapes used for faculty orientation and prepare a draft of specific recommendations regarding information on assessment and evaluation. |
| ◆ Work with SDIC to develop a <b>first year experience</b> in Learning facilitation <b>for new faculty</b> that would include a focus on assessment/evaluation.       |
| ◆ Make specific recommendations for part timer faculty development in the area of assessment/evaluation.  |

**Past Activities**

Meetings were held with Dr. Huguley to discuss integrating information regarding assessment and evaluation in the present faculty orientation process also preliminary dialog on the development of a first year experience for new faculty.

**Recommended Continued Work**

Review the orientation day materials and make specific recommendations for integration of information related to assessment & evaluation and work with SDIC to develop a first year experience for new faculty that would include assessment /evaluation sessions.

**Resources Needed**

Seek SDIC funding for duplication, textbooks, lunches, and development/facilitation fees.

<b>II. Work with Enrollment Services to add an explanation of assessment/ evaluation in student information sessions. Work also with divisional staff responsible for orientations/freshman experiences at the college to make sure that assessment/evaluation information is included in student sessions.</b>
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**Past Activities**

Reviewed the power-point presentation used during orientation of new students, and advised Peter Bolmida of pending recommendations by the assessment committee to add references to assessment/evaluation.

**Recommended Continued Work**

Draft specific recommendations regarding the inclusion of assessment information in student orientation sessions.

**Resources Needed**

None

**III. Work with campus teams like the Process Learning Committee to develop assessment workshops for Fall Conference, Learning Days, Spring Institute, Summer Institute and other training opportunities.**

**Past Activities**

Online communications between process ed team and education subcommittee regarding collaborative efforts for next year have taken place.

**Recommended Continued Work**

Summer meeting planned to draw up plans for assessment evaluation workshops for next year.

**Resources Needed**

Duplication

Books if needed

Facilitation Stipends for the developers

**IV. Make Assessment website more user friendly and expand assessment/evaluation materials for students and faculty. Become a clearing-house for assessment activities on campus.**

- ◆ Evaluate the existing assessment website.
- ◆ Identify critical assessment information for students and faculty.
- ◆ Identify web master redesign the website and input new information and links.
- ◆ Identify resources to support enhanced website.

**Past Activities**

Explored assessment websites on other campuses.

**Recommended Continued Work**

Evaluate the existing website for userability

Identify critical assessment/evaluation information for students and faculty

Identify links to web resources on assessment/evaluation

Identify web master to redesign website, input new information, and develop strategic links.

**Resources Needed**

Release time needed for development and maintenance of the website.

**V. Do a climate assessment on assessment/evaluation with faculty, full time and part time.**

**Questions**

What role does assessment and evaluation play in learning?

What are the strengths of faculty, department, program and student assessment at the college?

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What suggestions do you have for improvement regarding assessment/ evaluation at Sinclair?

**Past Activities**

Part Timers were surveyed and found to have little understanding of assessment.

One department's full time faculty has been surveyed and responses gathered.

Remind representative members of the General Education Committee to query their various constituencies.

**Recommended Continued Work**

Collect faculty responses from assessment committee, assess the results, and report findings.

**Resources Needed**

None

**VI. True Outcomes In Service**

**Recommend that the general assessment committee invite Doug Walcerz from True-Outcomes (electronic portfolio company) to give a one-day in-service to the committee and interested stakeholders on assessment and the support true-outcomes offers the campus wide collection of assessment data.**

**Past Activities**

Members of the Assessment committee attended the true outcomes workshop hosted by LAS on assessment data gathering, spring 2002.

**Recommended Continued Work**

Have True Outcomes return to campus to offer a one-day in service to the assessment and the broad resources their portfolio can offer our campus.

**Resources Needed**

Explore what would be needed to make this happen