

Counseling Assessment Leaders Meeting

Jan. 17, 2018

Meeting Agenda & Notes

Facilitator: Ana Bravo, Assessment Coach

Attendance

Assessment Leader	Program	Present	Absent
Sheryl Fuchino-Nishida	Business, Law, & Tech Ed, Culinary, and Hospitality Cluster	x	
Russ Kinningham	Health Sciences, EMS, Nursing Cluster		x
Mimi Yen	Honda International Center	x	
Shannon Sakaue	Maida Kamber Center	x	
Drake Zintgraff	Targeted Populations	x	
	Targeted Populations		
none	Deaf Studies		

Guests

none			

Monthly Meetings for 2017-2018: every first Thursday of the month (9am-11am)

Fall 2017 Meetings: Sept. 7 (Iliahi 123AB), Oct. 5 (Kopiko 209AB), Nov. 2 (Kopiko 209AB), Dec. 7 (Mamane 104)

Spring 2018 Meetings (@ 'Elima room): Jan. 18, Feb. 1, Mar. 1, Apr. 5, May 3

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Goals for 2017-2018:

- ❖ provide more training for assessment leaders
- ❖ establish role of assessment leaders
- ❖ document history of development of Counseling assessment

All action items for Assessment Leaders are in red

Agenda Topics	Discussion/Notes	Decision/Action
I. Fall 2017 Assessment Cafe: "Fall into Assessment"	• Ana's email: ◦ review our Assessment Cafe notes if you'd like to review what we discussed (or edit, if necessary for those who attended). ◦ complete this evaluation survey (for ALL counselors even though they did not attend the Assessment Cafe) by Wed., Dec. 13. Responses will help us plan for future assessment activities and resources. • Goals: -Increase collaboration between offices/programs who are working on similar SLOs -Increase assessment communication with counseling colleagues • C2D2 outcomes: -Share out best practices (process) -Learn from others -Ask questions -Connect/Collab • C2D2 outcomes Eval survey (collaborators): https://docs.google.com/forms/d/1h_QdOFdrwVOBrkT-3zNUglewu6WU1k06-fLSwk9SNSk/edit?usp=sharing • Leaders agree that assessment & corresponding dialogue needs to be integrated into CAAC • Need to start planning in February 2018 • Need to give counselors constant reminders • Next assessment cafe will focus on reflection/evaluation of 3-year assessment cycle (2016-2019) • VCSA & VCSS both funded and supported 1st Assessment Cafe • Need feedback from assessment leaders involved in last 3-year-cycle's evaluation (Michaelyn, Kristie, Lani, No'eau, Wes/Russ?)	❑ Ana ask previous leaders how last 3-year-cycle evaluation was to report at Feb. meeting

II. update on Assessment Colloquium & Taskstream March 2 campus deadline	• Per No'eau, programs have to have assessment plan starting AY 2016 • Colloquium Powerpoint • Colloquium Feedback (overall helpful; validated need for on-going training; helpful to be able to have Taskstream input; found program assessment timeline helpful) • How do we include new counselors?	○ Ana attach colloquium ppt ○
III. 2017-2018 Goals	• review our goals from our Nov. meeting, share updates, & create specific plans further create specific plans to reach our goals for the remaining of the academic year • <u>Goals for 2017-2018:</u> 1) provide more training for assessment leaders 2) establish role of assessment leaders 3) document history of development of Counseling assessment -- thank you for being our historian, Mimi! <u>Training:</u> • revisit idea of assessment "self report card" to determine level of assessment activities for each counselor and possible incentives to encourage participation • What's the competency/expectations level for counseling assessment? • Close collaboration with CAAC--assessment academy • Look into assessment conferences for leaders <u>Ask @ CAAC:</u> • Ask CAAC if Assessment Leaders Group can be a standing Committee (with focus on: Assessment Cafe + Assessment Academy) • CAAC: What's valuable • Feedback will dictate how next 3 years will be approached <u>Ask individual clusters:</u> • (from Assessment Cafe Survey) • Future dialogues about assessment • #1 Self assess level of knowledge & skills • #6 How can we further improve our assessment dialogue about assessment amongst counselors? • 9. What ideas do you have to increase participation of counselors in assessment dialogue? • Ask who went & didn't? If not, why not?	○ Ana make announcement at CAAC Jan. meeting ○ Ana ask Michaelyn if can add an Assessment folder in CAAC Laulima ○ Shannon will send Feedback from Clusters googledoc ○ Leaders discuss with clusters feedback (write-up due Mar. planning meeting)

	• #7 What suggestions do you have on possible formats for our future Assessment Cafe. (Format may include time period it's held, 1 session vs. multiple sessions, how sessions are organized/grouped, way it's facilitated, etc.) • #8 What challenges do you have or have faced regarding assessment and/or assessment process? • Identify solutions • #10 What resources can help further improve your program assessment? • Will you be interested in systematic certification/training course? • Assessment leaders' write-up by March 1 meeting <u>ROLES of assessment leaders</u> (draft) -- finalize Feb. meeting • Plan for assessment events • Serve as liaison to clusters • Facilitate events & assessment dialogue • Keep group on track with deadlines (incl. Taskstream..) • "Assessment cheerleader" • Benefits: training <u>History</u> • Currently in Lualaba -- CAAC Resources-- Counseling standards of practice -- • Ana Look for docs download and upload of googledrive; Upload docs to CAAC if standing committee (for now, upload to googledocs) • Ana ask Michaelyn if can include assessment folder in CAAC resources	
III. Academic Advising Assessment Webinar	• overview of & feedback from academic advising assessment webinar • attended by Sheryl, Shannon, and Ana • materials emailed to Assessment Leaders & interested counselors	
VII. Updates on SA & Campus Assessments (Ana)	• SLO Committee Taskstream Review: thoughts on having Counseling Taskstream reports be reviewed by SLO Committee • Ana will bring up to Assessment Coaches meeting Benefits: • Good to have a non-counselor review since accreditation team may not come from counseling	○ Ana discuss at Assessment Coaches meeting

	• Inform non-counselors what we do Concerns: • Need to clarify to what extent review is • How about if “we don’t meet goals” -- how is that seen by non-counselors • “One-person shop”	
VIII. Other Updates/ Questions	• Next meeting: Feb. 1 ○ Start planning Assessment Cafe Fall 2018	