

## 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
<p>I. Fall 2017 Assessment Cafe: “Fall into Assessment”</p>	<ul style="list-style-type: none"> <li>● Ana’s email:                             <ul style="list-style-type: none"> <li>○ review our <a href="#">Assessment Cafe notes</a> if you'd like to review what we discussed (or edit, if necessary for those who attended).</li> <li>○ complete this <a href="#">evaluation survey</a> (for ALL counselors even though they did not attend the Assessment Cafe) by Wed., Dec. 13. <a href="#">Responses</a> will help us plan for future assessment activities and resources.</li> </ul> </li> <li>● Goals:                             <ul style="list-style-type: none"> <li>-Increase collaboration between offices/programs who are working on similar SLOs</li> <li>-Increase assessment communication with counseling colleagues</li> </ul> </li> <li>● C2D2 outcomes:                             <ul style="list-style-type: none"> <li>-Share out best practices (process)</li> <li>-Learn from others</li> <li>-Ask questions</li> <li>-Connect/Collab</li> </ul> </li> <li>● C2D2 outcomes Eval survey (collaborators): <a href="https://docs.google.com/forms/d/1h_QdOFdrwVOBrkT-3zNUgIewu6WU1k06-fLSwk9SNSk/edit?usp=sharing">https://docs.google.com/forms/d/1h_QdOFdrwVOBrkT-3zNUgIewu6WU1k06-fLSwk9SNSk/edit?usp=sharing</a></li> <li>● Leaders agree that assessment &amp; corresponding dialogue needs to be integrated into CAAC</li> <li>● Need to start planning in February 2018</li> <li>● Need to give counselors constant reminders</li> <li>● <b>Next assessment cafe will focus on reflection/evaluation of 3-year assessment cycle (2016-2019)</b></li> <li>● VCSA &amp; VCSS both funded and supported 1st Assessment Cafe</li> <li>● Need feedback from assessment leaders involved in last 3-year-cycle’s evaluation (Michaelyn, Kristie, Lani, No’eau, Wes/Russ?)</li> </ul>	<ul style="list-style-type: none"> <li>❑ Ana ask previous leaders how last 3-year-cycle evaluation was to report at Feb. meeting</li> </ul>
<p>II. update on</p>	<ul style="list-style-type: none"> <li>● Per No’eau, programs have to have assessment plan</li> </ul>	<ul style="list-style-type: none"> <li>○ Ana attach colloquium</li> </ul>

<p>Assessment Colloquium &amp; Taskstream March 2 campus deadline</p>	<p>starting AY 2016</p> <ul style="list-style-type: none"> <li>● <a href="#">Colloquium Powerpoint</a></li> <li>● Colloquium Feedback (overall helpful; validated need for on-going training; helpful to be able to have Taskstream input; found program assessment timeline helpful)</li> <li>● How do we include new counselors?</li> </ul>	<p>ppt</p> <ul style="list-style-type: none"> <li>○</li> </ul>
<p>III. 2017-2018 Goals</p>	<ul style="list-style-type: none"> <li>● review our goals from our <a href="#">Nov. meeting</a>, share updates, &amp; create specific plans further create specific plans to reach our goals for the remaining of the academic year</li> <li>● <u>Goals for 2017-2018:</u> <ol style="list-style-type: none"> <li><b>1) provide more training for assessment leaders</b></li> <li><b>2) establish role of assessment leaders</b></li> <li><b>3) document history of development of Counseling assessment</b> -- thank you for being our historian, Mimi!</li> </ol> </li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>● revisit idea of assessment "self report card" to determine level of assessment activities for each counselor and possible incentives to encourage participation</li> <li>● What's the competency/expectations level for counseling assessment?</li> <li>● Close collaboration with CAAC--assessment academy</li> <li>● Look into assessment conferences for leaders</li> </ul> <p><u>Ask @ CAAC:</u></p> <ul style="list-style-type: none"> <li>● Ask CAAC if Assessment Leaders Group can be a standing Committee (with focus on: Assessment Cafe + Assessment Academy)</li> <li>● CAAC: What's valuable</li> <li>● Feedback will dictate how next 3 years will be approached</li> </ul> <p><u>Ask individual clusters:</u></p> <ul style="list-style-type: none"> <li>● (from <a href="#">Assessment Cafe Survey</a>)</li> <li>● Future dialogues about assessment</li> <li>● #1 Self assess level of knowledge &amp; skills</li> <li>● #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?</li> <li>● Ask who went &amp; didn't? If not, why not?</li> <li>● #7 What suggestions do you have on possible formats for our future Assessment Cafe. (Format may</li> </ul>	<ul style="list-style-type: none"> <li>○ Ana make announcement at CAAC Jan. meeting</li> <li>○ Ana ask Michaelyn if can add an Assessment folder in CAAC Laulima</li> <li>○ Shannon will send Feedback from Clusters googledoc</li> <li>○ Leaders discuss with clusters feedback (write-up due Mar. planning meeting)</li> </ul>

	<p>include time period it's held, 1 session vs. multiple sessions, how sessions are organized/grouped, way it's facilitated, etc.)</p> <ul style="list-style-type: none"> <li>● #8 What challenges do you have or have faced regarding assessment and/or assessment process?</li> <li>● Identify solutions</li> <li>● #10 What resources can help further improve your program assessment?</li> <li>● Will you be interested in systematic certification/training course?</li> <li>● Assessment leaders' write-up by March 1 meeting</li> </ul> <p><u>ROLES of assessment leaders</u> (draft) -- finalize Feb. meeting</p> <ul style="list-style-type: none"> <li>● Plan for assessment events</li> <li>● Serve as liaison to clusters</li> <li>● Facilitate events &amp; assessment dialogue</li> <li>● Keep group on track with deadlines (incl. Taskstream..)</li> <li>● "Assessment cheerleader"</li> <li>● Benefits: training</li> </ul> <p><u>History</u></p> <ul style="list-style-type: none"> <li>● Currently in Lualaba -- CAAC Resources-- Counseling standards of practice --</li> <li>● Ana Look for docs download and upload of googledrive; Upload docs to CAAC if standing committee (for now, upload to googledocs)</li> <li>● Ana ask Michaelyn if can include assessment folder in CAAC resources</li> </ul>	
<p>III. Academic Advising Assessment Webinar</p>	<ul style="list-style-type: none"> <li>● overview of &amp; feedback from academic advising assessment webinar</li> <li>● attended by Sheryl, Shannon, and Ana</li> <li>● materials emailed to Assessment Leaders &amp; interested counselors</li> </ul>	
<p>VII. Updates on SA &amp; Campus Assessments (Ana)</p>	<ul style="list-style-type: none"> <li>● SLO Committee Taskstream Review: thoughts on having Counseling Taskstream reports be reviewed by SLO Committee</li> <li>● Ana will bring up to Assessment Coaches meeting</li> </ul> <p>Benefits:</p> <ul style="list-style-type: none"> <li>● Good to have a non-counselor review since accreditation team may not come from counseling</li> <li>● Inform non-counselors what we do</li> </ul> <p>Concerns:</p> <ul style="list-style-type: none"> <li>● Need to clarify to what extent review is</li> <li>● How about if "we don't meet goals" -- how is that seen by</li> </ul>	<ul style="list-style-type: none"> <li>○ Ana discuss at Assessment Coaches meeting</li> </ul>

	<p>non-counselors</p> <ul style="list-style-type: none"><li>● "One-person shop"</li></ul>	
VIII. Other Updates/ Questions	<ul style="list-style-type: none"><li>● Next meeting: Feb. 1<ul style="list-style-type: none"><li>○ Start planning Assessment Cafe Fall 2018</li></ul></li></ul>	