



Wash, Rinse, Repeat:
The Revolving Assessment Cycle



Instructional Excellence Days
August 13 and 14, 2015



Wash, Rinse, Repeat: The Revolving Assessment Cycle

**Instructional Excellence Day Agenda
Fall 2015**

Thursday – August 13, 2015

| TIME | | LOCATION |
|---------------------|--|-------------------------|
| 7:45 – 8:30 | <i>Coffee, Tea and Light Eats (Optional)</i> | Paul Ash Lobby |
| 8:30 – 10:00 | <i>Welcome</i> | Paul Ash Theater |
| | <p>Dr. Ron Kraft, Superintendent/President Dr. Terry Giugni, Vice President of Instruction Amanda Badgett, Academic Senate President Oscar De Haro, Vice President of Student Services</p> | |
| 10:00 -10:15 | <i>Passing Time</i> | |
| 10:15-11:00 | <i>SLO, SSO, CLO, PLO, AUO, ILO Oh My! Choose one to attend</i> | |
| | <ul style="list-style-type: none"> ▪ Using Program Templates (Robyn Wornall) 1738 ▪ Using TracDat (Stephanie Burns) 1760 ▪ Gathering PLO Data and Entering Into Excel (Chris Farmer) 1772 ▪ COR Boot Camp (Cristine Vasquez & Mike Gianvecchio) 1761 | |
| 10:15-11:00 | Leadership training on assessment activities for Division Chairs, Deans, Program Coordinators and Directors | Community Room |
| 11:00-11:15 | <i>Passing Time</i> | |
| 11:15-12:00 | <i>Expectations of the Day –</i> Instructional Divisions- meet in divisions Administrative, Instructional and Student Services- meet with program area | |
| | <p>Arts & Humanities (Dr. Cathryn Wilkinson) 147 Business, Computer Studies and Technical Division (Greg Miraglia) 1430 Counseling, Career/Transfer Centers, TRIO (Howard Willis) Transfer Center Health Occupations and Physical Education & Athletics (Robert Harris) 814</p> | |

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|-------------------------------|--|-----------------------|
| | Language and Developmental Studies (Dr. Tia Madison) | 1738 |
| | Social Science (Diane White) | 1763 |
| | Science, Mathematics and Engineering (Stephanie Burns) | 2041 |
| | Office of Student Services & ASNVC (TBA) | 1330 |
| | Financial Aid/EOPS, Veterans, Talent Search (Patti Morgan) | FA conference |
| | College Police & Health Center (Ken Arnold) | Police Dept. |
| | Admissions & Records/Welcome Center (Jessica Millikan) | Classified Lounge |
| | HSI/STEM & MESA (Jose Hernandez) | MESA Classroom |
| | Library/Media/TLC/TTC/ DSPS (Rebecca Scott) | Community Room |
| | Writing Center with Language Arts and Developmental Studies | 1738 |
| | Math Center with SME | 2041 |
| | Community Education & Non-Credit (Mechele Manno) | Media Viewing Room A |
| | Economic Workforce/SBDC (Berta Lloyd) | 3300 |
| 12:00-1:00 | BBQ Lunch Provided by the Classified Senate (\$6.00 suggested donation) | Library Plaza |
| 1:00-1:15 | Passing Time | |
| 1:15-3:30 | <i>SLO, SSO, CLO, PLO, CLO, AUO, ILO, Working Meetings</i> | |
| | Meet in assigned rooms as per morning session | |
| Open Labs For Support: | | |
| | TracDat and/or CurricuNET | 1772 |
| | Excel | 1770 |
| | Sharepoint | 1760 |
| 1:15-2:45 | Contract I Faculty with Review Team | 838 |
| 2:45-3:30 | Tenured Faculty in Evaluation Process and Coaches | 838 |
| 3:30-4:30 | Social Hosted by the President's Office (Optional) | Community Room |



Wash, Rinse, Repeat: The Revolving Assessment Cycle (DRAFT 7/30/2015)

**Instructional Excellence Day Agenda
Fall 2015**

Friday – August 14, 2015

| | | |
|-------------------------------|--|-----------------------|
| 8:00-8:30 | <i>Coffee, Tea and Light Eats Grab-N-Go (Optional)</i> | <i>Community Room</i> |
| 8:30-9:30 | <i>Academic Senate Committee Meetings</i> | |
| | <ul style="list-style-type: none"> • Academic Standards & Practices 1741 • Basic Skills Initiative 1772 • Budget Committee 1431 • Curriculum 1738 • Distance Education 1760 • Faculty Coach Committee Community Room • Faculty Standards and Practices 836 • LOAC 1767 • Planning Committee 1763 • Professional Development 1770 • Scholarship 1761 • Student Standards and Practices 1767 | |
| 9:30-9:45 | <i>Passing Time</i> | |
| 9:45-12:00 | <i>SLO, SSO, CLO, PLO, CLO, AUO, ILO, Working Meetings</i> Meet in same locations as Thursday afternoon | |
| Open Labs For Support: | | |
| | TracDat and/or CurricuNET | 1772 |
| | Excel | 1770 |
| | Sharepoint | 1760 |

*Faculty who serve on district committees should check in with committee chair.

*Newly hired faculty should choose a committee of interest to attend.

| | | |
|--------------------|---|------------------------|
| 12:00-1:15 | All Campus Welcome Luncheon for New and Returning Faculty and Staff – hosted by Barnes and Nobles College and the Napa Valley College Foundation | Glade |
| 1:15-1:30 | <i>Passing Time</i> | |
| 1:30 – 3:30 | <i>Division meetings – Report out on completion of assessment deliverables</i> | |
| | Arts & Humanities | 147 |
| | Business, Computer Studies and Technical Division | 1430 |
| | Counseling | Transfer Center |
| | Health Occupations and Physical Education & Athletics | 814 |
| | Language Arts and Developmental Studies | 1738 |
| | Social Science | 1763 |
| | Science, Mathematics and Engineering | 2041 |
| 1:15-4:15 | National Incident Management Systems (NIMS) Workshop for Classified Employees and Administrators (for those who have not been trained) | 1770 |

Assessment Activities for Working Meetings
(Detailed Worksheets will be provided on Flex Day)

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|---|---|
| Instruction Level 1 – Each Course Must Have SLO’s, Syllabi listing & Assessment - RED | Student Services Level 1 – Each Student Service Area Must Have SSO’s & Assessments - RED |
| <ol style="list-style-type: none"> 1. Do the SLO’s match Course of Record? 2. If not “fix” 3. Are SLO’s on syllabi? 4. If not ensure SLO is on syllabi 5. Do all SLO’s have assessment methods? 6. If not, develop assessment plans 7. Discuss and record key points of meaningful dialogue | <ol style="list-style-type: none"> 1. Do the SSO’s support the goals, objectives, purpose of program? If not, “fix” 2. Are the SSO’s posted on the Website and on program materials? If not, “fix” 3. Do all SSO’s have assessment methods? If not, develop assessment plans 4. Discuss and record key points of meaningful dialog. |
| Instruction Level 2 – Quantifying Your Data in TracDat - WHITE | Student Services Level 2 – Quantifying Your Data in TracDat - WHITE |
| <ol style="list-style-type: none"> 1. Record SLO’s into TracDat 2. Record Assessment information 3. Discuss and record key points of meaningful dialogue 4. Record Action Plan | <ol style="list-style-type: none"> 1. Record SSO’s into TracDat 2. Record Assessment Methods 3. Discuss and record key points of meaningful dialogue 4. Record Action Plan |
| Instruction Level 3 – All Programs Must Have PLO’s - BLUE | Student Services Level 3 – All Area Must Have PLO’s - BLUE |
| <ol style="list-style-type: none"> 1. Are the PLO’s current? 2. If not “fix” 3. Are PLO’s recorded in TracDat? 4. If not record 5. Are SLO’s mapped to PLO’s? 6. If not “fix” 7. Discuss and record key points of meaningful dialogue 8. Develop assessment methods 9. Develop and record action plans | <ol style="list-style-type: none"> 1. Are the PLO’s current 2. If not “fix” 3. Are PLO’s recorded in TracDat? 4. If not record 5. Do all PLO’s have assessment methods? 6. If not “fix” 7. Discuss and record key points of meaningful dialogue 8. Develop assessment methods 9. Develop and record action plans |
| Instruction – Level 4 - All Programs Must Have PLO’s Mapped to ILO’s - GREEN | Student Services - Level 4 All Areas Must Have PLO’s Mapped to ILO’s - GREEN |
| <ol style="list-style-type: none"> 1. Are the PLO’s mapped to ILO’s? 2. If not “fix” 3. Is there a narrative for the public record? 4. If not “fix” 5. Discuss and record key points of meaningful dialogue | <ol style="list-style-type: none"> 1. Are the PLO’s mapped to ILO’s? 2. If not “fix” 3. Is there a narrative for the public record? 4. If not “fix” 5. Discuss and record key points of meaningful dialogue |

Napa Valley College Welcomes

Faculty:

Paul Gospodarczyk, Viticulture and Winery Technology Instructor

Mr. Gospodarczyk earned a Master of Science degree in agricultural education with an emphasis in food science from Iowa State University and a Bachelor of Science degree in fruit science and enology from Missouri State University. Mr. Gospodarczyk is also a certified sommelier.

Mr. Gospodarczyk was employed full-time as an associate professor/program chair at Des Moines Area Community College from 2006 - 2011. He also has part-time teaching experience at Rend Lake College, 2011 - 2013, and Northeast Iowa Community College, 2012 - 2013.

His related-work experience includes: owner/director of Today's Wine Professional since August 2006; senior cellar hand at Wine by Joe, 2005 - 2006; assistant winemaker at Stone Bliss Cellars, July 2005 - September 2005; and cellar hand at Villa Maria Estate February 2005 - May 2005.

Stacey Howard, Counselor

Ms. Howard earned a Master of Arts degree in education with an emphasis in counseling from California State University, Dominguez Hills and a Bachelor of Arts degree in anthropology from California University, Long Beach.

Ms. Howard has served Napa Valley College as a part-time counselor since fall 2014. She was employed full-time as an Articulation Officer/Admissions Evaluator at the University of California, Irvine from 2003 - 2005; Counselor/Articulation Officer at Cypress College from 2005 - 2014; and Undergraduate Academic Advisor at California State University, Long Beach from 2000 - 2003.

Brian A. Larsen, English Composition Instructor

Mr. Larsen earned a Master of Fine Arts degree in screenwriting from University of California, Los Angeles; a Master of Arts degree in English from University of California, Davis; and a Bachelor of Arts degree in history from Dartmouth College.

Mr. Larsen served Napa Valley College as a full-time leave replacement during the spring 2015 semester and as a part-time instructor from 2011 - 2014. He also has part-time teaching experience at University of California, Davis from 2002 - 2004.

Nancy McEnery, College Librarian

Ms. McEnery earned a Master of Science degree in library and information science from San Jose State University; a Master of Science degree in counseling from California State University, Hayward; and a Bachelor of Arts degree in human development from California State University, Hayward.

Ms. McEnery has served Napa Valley College in the following part-time assignments: librarian, 2009 - 2015, instructor, fall 2009; coordinator for WorkAbility III, 2013 - 2014 and WorkAbility Transitions Coordinator, 2014 - 2015. She also served Sonoma Valley Unified School District as a full-time teacher/librarian, 2001 - 2006, and part-time teacher/librarian, 2006 - 2014. Her additional work experience includes, but is not limited to: part-time librarian at Solano Community College, 2008 - 2009, and part-time reference librarian at Santa Rosa Junior College, 2008 - 2009.

Merrick McKeig, Hospitality and Tourism Management Instructor

Mr. McKeig earned a Masters of Business Administration degree from the University of North Carolina at Greensboro and a Bachelor of Arts degree in hospitality and tourism management with a minor in business administration from the University of North Carolina at Greensboro. He is also in the process of completing his dissertation for a Ph.D. in hotel administration from University of Nevada, Las Vegas.

Mr. McKeig has been employed as a full-time instructor at the University of South Carolina since 2014. He also has part-time teaching experience at University of Nevada, Las Vegas from 2011 - 2014.

His related-work experience includes serving as service manager, sous chef, and unit accountant for P.F. Changs China Bistro from 2006 - 2009.

Dr. Brianna Scott, Psychology Instructor

Dr. Scott earned a Ph.D. in learning and developmental studies from Indiana University, Bloomington; a Master of Arts degree in psychological science from California State University, Chico, and a Bachelor of Science degree in psychology from University of California, San Diego.

Dr. Scott has also been employed as a full-time psychology instructor at Santa Rosa Junior College since 2014. She has full-time and part-time teaching experience at University of Indians; full-time assistant professor from 2011 - 2014 and part-time instructor from 2005-2006.

Dr. Alysia Thomas, Biology Instructor

Dr. Thomas received a Ph.D. in physiology and Master and Bachelor of Science degrees in animal science from University of California, Davis.

Dr. Thomas served as a full-time leave replacement at Napa Valley College for the 2007 - 2008 academic year and as a full-time assistant professor at Sacramento City College during the fall 2008 semester. She also has part-time teaching experience at Napa Valley College, 2006 to present; Sacramento City College, 2009 to present; Solano Community College, 2014; University of California, Davis, 2009; California State University, Sacramento, 2005 - 2007.

Christina Trujillo, Speech Communication Instructor

Ms. Trujillo earned a Master of Arts degree in communication studies with an emphasis in rhetoric from California State University, Northridge, a Bachelor of Arts degree in communication studies from California State University, Sacramento and an Associate of Arts degree in speech communication and liberal arts from Solano Community College.

Ms. Trujillo served as a full-time visiting instructor of communication studies 2009 – 2013 at Pepperdine University. Additionally, she has been employed as a part-time instructor at Napa Valley College and Solano Community College since August 2014.

TEMPORARY, GRANT-FUNDED, FULL-TIME FACULTY

Patricia Posada, Counselor/Instructor (STEM Grant)

Ms. Posada earned a Master of Arts degree in counseling psychology from John F. Kennedy University, a Bachelor of Arts degree in vocational education/technology and workforce development from Sacramento State University, and an Associate of Arts degree in liberal arts from Chabot College.

Ms. Posada worked at Peralta College District as an Adelante Learning Communities Counselor/Coordinator and Instructor from 2009 to 2013 and Chabot College as an Articulation Specialist/HSI Project Coordinator from 1996 to 2013. Her additional work experience includes: Mental Health Clinical Specialist for Contra Costa West County Detention Facility for Women from 2013 to 2014; and Marriage Family Therapist for Alameda County Sheriff's-Ashland Youth Center and Youth and Family Services from 2012-2013.

TEMPORARY, FULL-TIME LEAVE REPLACEMENT:

Alan Beamer, Chemistry Instructor

Mr. Beamer received a Master of Arts degree in organic chemistry from the University of California, Santa Barbara and a Bachelor of Science degree in chemistry with a minor in music from Guilford College.

Mr. Beamer served as a part-time faculty member at Consumnes River Community College for 2014-2015. He also has full-time high school chemistry teaching experience at Sacramento County Day School, 2010-2013; and Bentley School, 2008-2009. Additionally, he has worked as a lab technician for Gist Brocades, 1991-1994; BloodSource, 2014-2015; and American River College, 2013-2014.

Karen Lewis, Associate Degree Nursing Instructor

Ms. Lewis earned a Master of Science degree in nursing leadership and management with an emphasis in education from Sonoma State University and Bachelor of Science and Associate degrees in nursing from Pacific Union College.

Ms. Lewis served Napa Valley College as a full-time, temporary Associate Degree Nursing Program instructor for the spring 2009, spring 2011, and fall 2011 semesters and a part-time instructor for the 2010 spring semester. Ms. Lewis taught as a full-time nursing instructor for Pacific Union College, 2000-2008 and a part-time nursing instructor at Solano College in 2008.

She also has over nine years of nursing experience at Queen of the Valley Hospital. Most recently, Ms. Lewis has experience as a clinic nurse/navigator and case manager at St. Helena Hospital, 2013-2015.

Jose Rico, Mathematics Instructor

Mr. Rico received Master and Bachelor of Science degrees in mechanical engineering and a Master of Arts degree in secondary education from the University of Michigan-Ann Arbor. He is currently in the process of completing a Master of Science degree in mathematics from Montana State University and Nicholls State University.

Mr. Rico served as assistant math professor and department head of math and physics at Feather River College, 2009-2011; and assistant math professor at Taft College, 2007-2008. Additionally, he served as a full-time faculty member at Edison High School, 1997-2000.

ADMINISTRATIVE/CONFIDENTIAL and CLASSIFIED STAFF HIRED BETWEEN 6/1/2014 – 8/17/2015

ADMINISATIVE/CONFIDENTIAL STAFF:

Darrell Whitacre, Director, Child Development Center

Dr. Cathryn Wilkinson, Dean, Arts and Humanities

Howard Willis, Dean, Counseling Services and Student Success

ACTING/INTERIM ADMINISTRATIVE/CONFIDENTIAL STAFF:

Alberta Lloyd, Acting Dean, Economic Workforce Development

Diane White, Acting Dean of Instruction

CLASSIFIED STAFF:

Scott Allen, Communications and Marketing Specialist

Chelsea Breaw, Custodian I

Lynette Cortes, Veterans Services Specialist

Amira Donnelly, Secretary III, Research, Planning and Institutional Effectiveness

Liliana Ceja, Secretary II, Financial Aid/EOPS

Jorge Garcia, Custodian I

Jorge Calderon Gonzalez, Groundskeeper

Simon Jacks, Custodian I

James Kisiel III, Digital Design & Graphics Technician

Maria de Jesus Lopez, Admissions and Records Clerk

Stephanie Luu, Instructional Assistant IV, Learning Services

Curtis Lyle, Maintenance Mechanic/Electrician

Alba Madrigal, Police Officer Trainee

Cynthia Martinez, Interim HSI/STEM Grant-Funded Program Assistant

Sheree Marcos, IT Technician I – Help Desk

Stephen Miller, Learning Resources Assistant

Thomas Muscatine, Instructional Assistant III, Viticulture & Winery Technology

Dr. Richard Ouellette, Testing & Tutoring Center Assistant

Michael Smith, Custodian I

Chanthara Soungpanya, Learning Resources Assistant

Destinee Souza, Testing & Tutoring Center Assistant

Matthew Souza, Mail and Facilities Clerk

Karen Travis, Student Services Specialist, DSPS

Kyle Wilkerson, Instructional Assistant IV, Chemistry

THANK YOU'S!

A big shout out to the Professional Development and Staff Development Committees for their work throughout the year to identify and plan campus wide professional development opportunities. A special thank you to Printing Services, Media Services, Research, Planning and Institutional Effectiveness, NVC Café, Facilities, Library staff, President's Office, Office of Institutional Advancement, Barnes and Noble College, Classified Senate, Carolyn Sanchez and Jan Schardt for the efforts they put into every Instructional Excellence Days.

