

# ASSESSMENT COMMITTEE MINUTES

**DATE:** March 5, 2021

**TIME:** 1:00 pm

**LOCATION:** ZOOM

**ATTENDANCE:** Darcey Ferrell, John Lantz, Patricia Roper, Debbie Cresap, Jennifer Lantz, David Stoffel, MaryJean McIntosh, Daniel Gomez, Rustem Mulyuk, Dennis Bills, Cindy Chlon, Jill Loveless

## ASSESSMENT PEER REVIEWS:

- Darcey thanked those for volunteering to review assessments. She will also email the list of assessments to be reviewed.
- Debbie will look over the peer review form in WEAVE.
- It is felt that some faculty are learning and adding to their own assessments by seeing how other faculty are doing their assessments.
- Dan asked how the process will change as volume increases.
- There are 34 completed assessments for peer review at this time.
- Jill felt this number was low for the amount of courses taught. Jennifer stated this number is up 70%.

## ASSESSMENT:

- Debbie once again reminded committee that course should be assessed as it is being taught during the semester. She also stated that she is seeing improvement on how assessments are being completed.
- John clarified that there is no longer a need for pre-assessment forms to be completed.
- Division chairs will be asked to update their lists of lead faculty and email to Debbie or Cindy.
- Discussion on whether assessments will need to be completed in 3 or 5 years. Debbie would allow 5 years to help faculty. Jill stated that this allows too much time and that programs can have changes during this time. After discussion it was decided that 3 years will be the time frame.
- Jill stated that some programs have too many CLOs. She would like more training available to faculty on this, as well as more use of Blackboard for this.
- Darcey stated in topical courses it can be difficult decrease SLOs.
- Allied health must do annual reports and can input this information into their assessments to help.
- Jill explained that activity nor data is what is important. Analysis helps programs, things needed and wanted. Examples: faculty, crime scene lab, nursing lab in Weirton, etc.
- Again...do assessment as you go. Do not wait until end of semester.
- Debbie announced that a grant has been received and will be used for a workshop on assessment for Program Directors. The workshop will be held after graduation and date will be announced at next meeting.

## MCGs and SYLLABI:

- Cindy is finding discrepancies in MCGs and syllabi as she is updating WEAVE.
- Debbie and Becky Yesenczki went into Curriculog and looked at how it can be linked to WEAVE. Debbie showed the new form she created to committee.
- MCGs do need to be updated.
- MaryJean asked if the new form should include SLOs. Yes and it will be added.

## FACULTY EMAILS:

- Darcey asked if emails should be sent monthly.
- It was suggested that a member of the faculty be spotlighted when doing a good job on their assessments. The assessment could then be used as an example if faculty permits.

**CO-CURRICULAR:**

- Pam met with Debbie for assistance on this now that CJ Farnsworth is no longer here.
- Debbie discussed with Jill that she would like to see Co-Curricular under Academic Affairs. They will try to get more clarification from Pam on what she wants.

**CIC:**

- CIC meets in April. Assessment report will need to be revised ASAP so it is ready for HLC.
- Jill would like to have as many faculty as possible aware and involved.

**MISCELLANEOUS:**

- Discussion on date for April meeting as the 2<sup>nd</sup> is Good Friday. Meeting dates and times of other committees will be looked at and a date for us will be determined and emailed to committee.
- Debbie will send out Institutional Assessment Plan. This will be placed on the agenda for April meeting.

Respectfully submitted

Jennifer Lantz

Darcey Ferrell, Chair