

Assessment Meeting

September 22, 2017

Room 411 EC, 111N, 215R

In Attendance: Larry Brown, Hope Coffield, C.J. Farnsworth, Darcey Ferrell, Ben Fulton, Dave Knecht, Jennifer Lantz, Dr. Jill Loveless, Dr. Pam Sharma, Charleen Stokes

1. Committee Chair

Dr. Sharma asked for nominations for a Committee Chair. At this time, there were no nominations. The committee members asked if there would be release time. In addition, they agreed that the Chair would have to stay informed and be available. Next semester (Spring 2018) the committee will hold assessment meetings once a month.

2. Assessment Update

Dr. Sharma has peer reviewed all submitted assessment worksheets. She commented that we all need to work together. She is looking for consistency in the vocabulary and assessment of student learning.

Several workshops have been held. A two day workshop for Program Directors was held on May 2, 2017. The result was that 11 assessment papers were completed. Dr. Sharma is confident that by the end of fall, eleven (11) of the programs will be assessed including 5 co-curricular. The data for the assessment will be for the fall and spring. Anyone can share past assessment with Hope Coffield.

Lead faculty are responsible for collecting reports for their area of responsibility. Dr. Sharma is sharing feedback on pre-assessment, measureable outcomes, benchmarks clearly established, etc. In addition, students' responses will be examined. Every program now has a Mission Statement and the co-curricular as well.

On the September 29th, a workshop will be conducted wherein each academic group will be get together and go over the feedback. The outcome of that activity will be that each individual will know what is expected. Another workshop will be held in November. Everyone will have everything they need to complete their assessment.

MCG Update. Most of the updates are cosmetic. On September 29th, all faculty are required to bring their syllabus and MCG's to go over student learning outcomes and course outcomes. Student learning should always be aligned with course level outcomes. A question arose as to whether an MCG's should be sequential or not, or both, random or sequential. Dr. Sharma will present the new MCG format to the curriculum committee. It is a fillable form.

Syllabus Update. Instructor information is important and relevant. Traditional courses and online will include course outcomes, assessment, and student learning outcomes.

Added: Optional materials

Added: General Education Outcomes

Discussion ensued on whether or not to list all general course outcomes on the syllabus. Student need to know the general course outcomes as listed in the catalog. It was agreed to put the

general course outcomes under Course Focus. You can choose to add only the ones you address in your course.

Under Course and Institutional Policy include grading, final grade, academic integrity, social justice, etc.

Accessibility. Online environment should have an accessibility statement. If you ask your student to go to YouTube, you need to add an accessibility statement on your syllabus.

Title IX should be copied and pasted on the syllabus. Add Title IX to syllabus. Replace social justice with Title IX. Copy it directly from the web page.

Late assignment and homework policy. Make it plain. Provide an example. Make it your own. Put something there to protect you.

Academic Support services – provide a link to website.

Terri Klepack left the meeting at 3:30 p.m.

3. HLV Visit December 2018
4. Pre-Assessment Forms
5. Assessment Page Update

Respectfully submitted,

Terri Klepack
Administrative Assistant