

ASSESSMENT COMMITTEE MINUTES

DATE: September 17, 2021

TIME: 1:30 pm

LOCATION: ZOOM

ATTENDANCE: Darcey Ferrell, John Lantz, Patricia Roper, Jennifer Lantz, MaryJean McIntosh, Rustem Mulyuk, Cindy Chlon, Dr. Purnima Sharma, Dr. Jill Loveless, Lyndsie Scott-Guzek, John Labriola, Michael Lawson, Dr. Natalia Omelchenko-Comer

EXCUSED: Regan Blaha, Daniel Gomez, David Stoffel

AGENDA ITEMS	DISCUSSION	ACTIVITIES / ASSIGNMENTS
NEW MEMBER INTRODUCTIONS	<ul style="list-style-type: none">➤ Ms. Ferrell welcomed Regan Blaha, John Labriola, Dr. Natalia Omelchenko-Comer and Lyndsie Scott-Guzek to the committee.	
REQUIREMENTS FOR COURSE ASSESSMENT	<ul style="list-style-type: none">➤ Fall 2020 and Spring 2021 are placed in the 2020-21 academic year.➤ Each course is assessed yearly with-in a 3 year cycle to complete all course learning outcomes. It is understood this can be difficult due to the number of course learning outcomes (CLOs) and student learning outcomes (SLOs). Master course guides may need to be revised and have 3-5 CLOs per course.➤ Dr. Sharma asked that we be mindful to those courses with only one lead faculty as they will have to submit multiple assessment reports each semester. She also reminded that the assessment is done on what you are teaching that semester.➤ Ms. Roper stated that lead faculty should not be the only ones to do the assessments. A discussion followed concerning adjunct faculty being responsible for their own assessment reports.➤ Discussed character limits and reviewed information on agenda.	<ul style="list-style-type: none">➤ Ms. Ferrell asked Mr. Lantz to send form listing current faculty to Division Chairs for updating.

	<ul style="list-style-type: none"> ➤ Dr. Sharma stated that use of proper vocabulary, correct information and reporting under correct headings is very important. Program outcomes need to align with CLOs as well. ➤ Dr. Omelchenko-Comer asked where information and instructions on assessment can be found. Although we do not have this information currently, it was stressed that we need to create a document with this information and get it to faculty. Dr. Loveless stated she is willing to meet with anyone needing assistance. 	
GENERAL EDUCATION PLAN	<ul style="list-style-type: none"> ➤ Looked at 4 years ago. Table in agenda needs to be included in the General Education Plan. Dr. Loveless stated this needs to be kept updated and placed in Faculty Document Center. ➤ Dr. Sharma discussed General Education Outcome and Assessment Cycle Map. 	
CLARIFY LEADERSHIP RESPONSIBILITIES	<ul style="list-style-type: none"> ➤ Dr. Loveless sent out the Institutional Plan for 2020-23 on 3-31-21. It needs to be finished. Dr. Sharma stated it is a work in progress. ➤ Ms. Ferrell stated that in the absence of an Assessment Coordinator, faculty and staff should reach out to Dr. Loveless or Ms. Chlon with any questions or concerns. ➤ Once faculty has completed their assessment, it is to be marked for internal review. It will then be sent for Peer Review. Once the reviewers have completed their assessment review it will then be marked completed. ➤ Dr. Sharma asked that a completed example assessment form be created for new faculty use. Dr. Loveless will have a few committee members create a word 	<ul style="list-style-type: none"> ➤ Ms. Lantz, Ms. McIntosh and Dr. Omelchenko-Comer offered to create instructions for the WEAVE Assessment process.

	document and place it in the Faculty Document Center.	
PEER REVIEW SPRING 2021 PLAN	<ul style="list-style-type: none"> ➤ Adjunct faculty as lead faculty on assessment projects was discussed. They currently have read access only. A process should be put in place after reviewing the faculty's contract, whether they are included in assessment process, how they would communicate information to other faculty and how do we relay completed information adjunct faculty. It was decided that this will be discussed further before a decision is made. 	
MISCELLANEOUS	<ul style="list-style-type: none"> ➤ Dr. Sharma stated that many program reviews are not completed at this time. This information is needed for Institutional Effectiveness. ➤ Ms. Scott-Guzek asked if being an adjunct faculty member last semester if she was responsible for completing an assessment for the course she taught. It was decided that yes, she is and will get with Mr. Lantz to discuss this. ➤ Next meeting will be held October 15, 2021 at 1:30 pm via ZOOM. 	

Respectfully submitted by Cindy Chlon