

## ASSESSMENT COMMITTEE MINUTES

**DATE:** April 1, 2021

**TIME:** 2:00 pm

**LOCATION:** ZOOM

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

AGENDA ITEMS	DISCUSSION	ACTIVITIES / ASSIGNMENTS
INSTITUTIONAL ASSESSMENT PLAN	<ul style="list-style-type: none"><li>➤ Darcey asked that committee review and bring feedback to May meeting. Ideas and feedback can also be emailed to Cindy who will compile a list for May meeting.</li><li>➤ After a discussion with Jill, Debbie (per Jill) reviewed the plan and shortened it. Pam stated that by doing this you lose details that are needed. She added that templates need to be included.</li><li>➤ Pam stated that COVID protocol information should be included on plan.</li><li>➤ Pam is currently putting together a team for HLC-Criterion 4. HLC visit is scheduled for December 2022.</li><li>➤ MaryJean will head up nursing; Pat will have retention; Debbie has assessment and Darcey will handle leadership.</li></ul>	
CO-CURRICULAR ASSESSMENT PLAN	<ul style="list-style-type: none"><li>➤ Pam will keep Co-Curricular under her division. After the spring semester there should be new people and plans in place.</li><li>➤ More information at the May meeting.</li><li>➤ Darcey asked if a representative should attend our meetings. Pam said yes and will get this started.</li></ul>	
SPRING 2021 COURSE & PROGRAM ASSESSMENTS	<ul style="list-style-type: none"><li>➤ Debbie continues to see improvement.</li><li>➤ Some faculty have removed CLOs not assessed that Cindy put in WEAVE. Debbie stressed that Cindy puts in this information to help faculty save time as well as keep CLOs in order.</li></ul>	

SUMMER ASSESSMENT WORKSHOP	<ul style="list-style-type: none"> <li>➤ \$2500.00 grant has been received. Workshop should be held right after graduation for all program directors.</li> </ul>	
ASSESSMENT PEER REVIEW FORM REVIEW	<ul style="list-style-type: none"> <li>➤ Darcey asked Debbie to review the peer review template. Debbie went over the form with committee. Information comes from old forms but is streamlined now.</li> </ul>	
PEER REVIEW DETAILS/PLANNING	<ul style="list-style-type: none"> <li>➤ Currently 40 completed assessments for peer review</li> <li>➤ Darcey will email reviewers information to begin. If anyone wants to do reviews with a different person please let Darcey know.</li> <li>➤ Reviewers will have two weeks to complete review.</li> <li>➤ Completed assessment form lists what CLOs have been completed making it easier for reviewers. This will save time also.</li> <li>➤ John would like to try and improve the review process by having more faculty help. The same 8-9 faculty are on teams and committees. This could be accomplished with mandatory once a year reviewing by each faculty member. This is being discussed with Jill who is in favor of it.</li> <li>➤ Jennifer does not want to lose merit points by making it mandatory. Pat feels it would not be fair and John agreed with her on this.</li> <li>➤ Pat stated she was under the impression the assessment committee did the peer reviews. Darcey said it was but it has grown and additional reviewers are needed.</li> <li>➤ Darcey explained that there are multiple leaders of assessment and all need to work together and communicate to be in sync.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Darcey also stated it is good that these concerns and ideas are brought up during our meetings.</li> <li>➤ Dan feels that the communication between assessment and faculty has been poor but is curious how things could work once expectations are ironed out. He feels everyone should be involved though.</li> </ul>	
MISCELLANEOUS	<ul style="list-style-type: none"> <li>➤ Debbie stated that MCGs and syllabi are still being looked at and that they hope to have new form in Curriculumlog ready soon.</li> <li>➤ Darcey and Debbie will be presenting a report at the CIC meeting in April.</li> <li>➤ Debbie went over how to remove colored boxes in WEAVE per Dave's request.</li> <li>➤ Next meeting will be held May 7, 2021.</li> </ul>	

Respectfully submitted

Cindy Chlon

Darcey Ferrell, Chair