

## ASSESSMENT OF STUDENT LEARNING COMMITTEE MINUTES

**DATE:** October 21, 2022

**TIME:** 1:30 pm

**LOCATION:** ZOOM

**ATTENDANCE:** Darcey Ferrell, Regan Blaha, Daniel Gomez, Lyndsie Scott Guzek, John Labriola, John Lantz, MaryJean McIntosh, Michael Lawson, Rustem Mulyuk, Natalia Omelchenko-Comer, Dave Stoffel, Tessa Weisenborn, Dr. Angela Hawk

**GUEST PRESENTER:** Brandy Kileen, Welding Program Director

**EXCUSED:** Jennifer Lantz, Pat Roper

| AGENDA ITEMS                                    | DISCUSSION  | ACTIVITIES / ASSIGNMENTS   |
|---|---|--|
| Administrative Updates                          | <p>Dr. Hawk discussed and requested feedback on Northern's Assessment Guidebook.</p> <p>Status of administrative assistant position – Effort to fill position has been made and interviews conducted, unfortunately the process is stalled due to candidate selected did not accept position, and continuing search for another suitable candidate.</p> <p>Dr. Hawk responded to Daniel's request at last meeting regarding automatic population of WEAVE templates for each course. Dr. Hawk explained that from a processing standpoint it is difficult to filter out any empty templates from those that are completed. We need to improve on designating the status of documents appropriately – Not Started – Completed – Submitted for Review. At this time Dr. Hawk is completing course report templates for only those courses known to be assessed in each semester per program assessment plans. Individual requests can be made for additional templates if needed.</p> | Assessment Committee gave positive feedback, appreciated the clarity of the plan, and approved of the Guidebook. |
| Presentation of Welding Program Assessment Plan | Brandy Kileen presented her assessment plan for the Welding Program and described her methods of tracking progress on outcomes. She shared her program assessment plan in WEAVE. Dr. Omelchenko-Comer and MaryJean McIntosh requested that copies of the Welding Program  | Darcey Ferrell and/or Dr. Hawk to provide committee members with copies of Brandy's assessment plan.             |

|   |  |  |
|---|--|--|
|   | <p>Assessment Plan be used as examples for learning purposes. MaryJean inquired about levels of achievement. Her area uses novice to expert and inquired about how Brandy's assessment levels translate to her program's lower-level courses. Brandy uses terms related to welding which include discontinuity, moderate, and defects. These are very similar to nursing, but with welding specific terminology.</p>   |  |
| <p>Discussion of sub-committees of the Assessment of Student Learning Committee</p> | <p>Darcey began discussion of the subcommittee structure moving forward.</p> <p>Co-Curricular Assessment Committee<br/>Assessment Academy/General Education Committee<br/>Course and Program Assessment Committee</p> <p>Assessment Committee members will participate on these committees along with other faculty and staff and report-out to the overall Assessment of Student Learning Committee.</p> <p>Dr. Hawk shared document from the assessment guidebook and explained the need to make sure these committees are working in tandem with each other and that processes make their way up through the structure of the College. She clarified overall working process of assessment up through the levels of the Institutional Assessment Committee and President's Continuous Improvement Council.</p> <p>Dr. Omelchenko-Comer inquired about shared membership among the committees and two-year participation on committees. Anyone on the Assessment of Student Learning Committee will participate in a subcommittee. In addition, other faculty and staff will be recruited to participate on subcommittees. Dr. Hawk, Lyndsie Scott – Guzek and Dave Stoffel discussed the 2-year commitment and 4-year role of the Assessment Academy.</p> | <p>Darcey and/or Dr. Hawk will communicate with potential members of the Co-Curricular and Course and Program Assessment Committee by email to settle on membership.</p> |

|   |  |   |
|---|--|---|
| Assessment Academy Update   | Lyndsie Scot-Guzek shared an update. Email was sent to faculty requesting assessment activities from their courses to assist in mapping of General Education Courses to General Education Outcomes. This is in preparation for developing of common rubrics. Building common rubrics will be the focus of the upcoming Assessment Academy Retreat on 10/28/22. A focus group has been selected to participate in the retreat. This work will be followed with solicitation of feedback from faculty. | All encouraged to submit related activities/assignments related to Lyndsie Scott-Guzek        |
| Review Dr. Hawk's report of Spring 2022<br>Review of Fall, 2021 Assessment Reports 2022 | Darcey shared the recommendations with the committee and requested that members be thinking about changes to the peer review process. This will likely be a first task of the Course and Program Assessment Committee.   |   |
| Fall 2022 Peer Review of Fall, 2022 Assessment Reports                                  | Darcey explained that there are 54 completed assessment reports from Spring, 2022. Some individuals/groups completed more than one assessment. The number/percentage of reports peer reviewed will be organized in a way to ensure that each person/group has at least one report reviewed. An email invitation to participate in the review was sent to all faculty.  | Darcey will be sending email to all peer review teams with their assigned assessment reports. |
|   | Daniel Gomez asked a question for clarification on the purpose of collecting activities/assignments from faculty for the development of rubrics. Lyndsie and Dr. Hawk explained that they are not looking for the perfect assignment but looking for what activities/assignments relate to the General Education Outcomes.<br>Dr. Omelchenko-Comer asked Lyndsie for clarification on the type of information needed for activity/assignment examples.   |   |
| NEXT MEETING  | November 18 <sup>th</sup> , 2022 at 1:30pm   |   |

Respectfully Submitted by: Darcey Ferrell, Chair