**Assessment Committee Meeting Minutes**

**May, 5, 2020 via ZOOM**

**Present:**  Dr. Jill Loveless, Dr. Purnima Sharma, Debbie Cresap, David Stoffel, Darcey Ferrell, Jennifer Lantz, Pat Roper, Mary Jean McIntosh, Daniel Gomez, Rustem Mulyuk, Dana Indermuhle, Michael Lawson, Dr. Dennis Bills, Teri Klepack

**Discussion of Peer Review process and recommendations moving forward:**

Twenty-four assessment reports were peer reviewed by the assessment committee with the help of three faculty volunteers. Volunteers were Robert Combs, Crystal Harbert, and Said Leghlid.

The committee reflected on the review process and made recommendations.

1. simplify and clarify the peer-review rubric
2. improve alignment of the peer review document with the assessment report in WEAVE
3. explore with WEAVE the possibility of creating hyper links from the outline feature directly to the specific areas in the assessment report form
4. continue focus on using consistent terminology throughout assessment processes

**Discussion of the Assessment Rule:**

Debbie Cresap, David Stoffel, Pat Roper, and Darcey Ferrell reviewed and recommended revisions to the Assessment Rule. The proposed changes to the rule were shared with the committee. Dr. Sharma requested that all committee members be emailed copies of the old Rule with changes indicated and the revised Rule recommendations. All members should review and make further recommendations for revision or indicate agreement by March 8th, 2020.

**Dr. Loveless:**

Dr. Loveless reported that the Board of Governors approved the new Rule for General Education and Joint Programs which aligns with Series 11 at the State level. Programs will realign general education requirements and subsequently assessment plans will be impacted.

She emphasized the need to look at gaps and improve follow-through from assessment – recommendations – implemented changes – reassessment.

It was recommended that a representative from the Community Education and Workforce Development Department be added to this committee as the department is being included in the College assessment processes.

**Dr. Sharma:**

Dr. Sharma discussed and reinforced the following:

 avoiding communication silos regarding assessment,

aligning assessments with all levels at the College,

and updating assessment plans.

**Debbie Cresap:**

Debbie Cresap, Academic Dean, solicited comments from the committee regarding previously made changes to the WEAVE assessment report document. WEAVE document revisions are ongoing.

**Next Meeting:**

The committee agreed to meet during faculty return week in August with exact date and time to be determined.

Respectfully Submitted

Darcey Ferrell, Faculty Chair