

Assessment Committee Meeting Minutes

September 13, 2019

Present: Dr. Jill Loveless, Dr. Pam Sharma, Debbie Cresap, David Stoffel, Darcey Ferrell, Jennifer Lantz, Mary Jean McIntosh, Daniel Gomez, Heather Kalb, C.J. Farnsworth, Terri Klepack

Excused: Rustem Mulyuk, Sara Wood

Changes to Program Review process:

Dr. Sharma described the **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** tool previously presented to program directors on All Faculty Day. It is expected that the tool will be helpful in making program recommendations and revisions during the program review process. Dr. Loveless explained that the SWOT tool will meld nicely with the State's procedures for program reporting.

The committee approved using the SWOT tool.

Dr. Sharma made the recommendation that the yearly program review process be moved from May to August. This is a data informed decision based on when the data required for the review is available for program directors. Dr. Loveless explained that although documents are due in August, program review is an ongoing process.

The committee approved moving program reviews to August.

Dr Sharma informed and updated the committee on the HLC monitoring report. She discussed the components of the report, timeline, and plan to present the report to the assessment committee.

Plan for Peer Review of spring, 2019 Assessment Reports:

The committee agreed to meet on Friday, November 1st at 9:00am on the Wheeling Campus to conduct the reviews. All faculty members will be invited to participate in peer review. Participation will be a meritorious activity per Dr. Loveless.

Next Assessment Committee Meeting:

The committee plans to meet at 11:00am on October 11th via Zoom to all campuses. At this meeting David Stoffel will demonstrate possibilities for improving assessment processes via expanded use of blackboard and WEAVE technologies.

Respectfully Submitted
Darcey Ferrell, Faculty Chair