

ASSESSMENT COMMITTEE MINUTES

DATE: February 5, 2021

TIME: 11:30 am

LOCATION: ZOOM

ATTENDANCE: Darcey Ferrell, John Lantz, Patricia Roper, Debbie Cresap, Jennifer Lantz, David Stoffel, MaryJean McIntosh, Daniel Gomez, Rustem Mulyuk, Michael Lawson, Cindy Chlon, Dana Indermuhle, Purnima Sharma

AGENDA ITEMS	DISCUSSION	ACTIVITIES / ASSIGNMENTS
INSTITUTIONAL ASSESSMENT PLAN	<ul style="list-style-type: none"> ➤ MaryJean and Pat volunteered to help Debbie, Jill and Pam gather information for plan. Volunteers do not have to be on committee. ➤ New flow chart has been shared. ➤ Debbie has started update on document. Feels it needs to be streamlined. ➤ Pam stated that this topic will be discussed at the next several meetings. 	
CO-CURRICULAR ASSESSMENT PLAN	<ul style="list-style-type: none"> ➤ Committee has lost Sarah Woods, CJ Farnsworth and Pat Stroud to other employment. These spots will need to be filled. ➤ Pam stated that assessment has been at a standstill due to no co-curricular meetings. ➤ Darcey feels there could still be activity with others in those departments. ➤ Discussion on combining Institutional and Co-Curricular. ➤ Debbie and Pam will meet for further discussion. 	
CLARIFY / COMMUNICATE PROCESSES <ul style="list-style-type: none"> ➤ Roll over Fall assessment reports ➤ Templates for new course assessments ➤ Cindy's role ➤ Gen ed course assessment responsibilities 	<ul style="list-style-type: none"> ➤ Debbie has been working with some faculty one-on-one and is seeing a better understanding of analysis by faculty. ➤ DO NOT USE OTHER TEMPLATES! ➤ Large percent of instructors are not doing the assessments. ➤ Jennifer feels contact information should be included on newsletter. 	<ul style="list-style-type: none"> ➤ Debbie will have updated lead faculty list for next meeting. ➤ Will assessment be 3 or 5 years?

	<ul style="list-style-type: none"> ➤ List of lead faculty requested. Debbie will reach out to Division Chairs for this. ➤ MaryJean stated that MCGs do not match syllabi. Cindy will be compiling a list of those needing updated. Debbie and Becky Yesenczki are working to create a new form to be used in Curriculog. ➤ Pam asked if we are rotating lead faculty. That is up to divisions. ➤ Debbie has received a grant and will be holding an assessment workshop at the end of the semester. 	
<p>CRITIQUE NOTES FROM ASSESMENT COMMITTEE</p> <ul style="list-style-type: none"> ➤ Follow-up on prior discussion about improving communication with faculty 	<ul style="list-style-type: none"> ➤ Committee feels email was very helpful and appreciate the notes. Faculty used some of the ideas given. ➤ Agree that good communication is vital. ➤ Please get any information you want shared to Darcey who will then send email. ➤ What is most important information that needs to be shared with faculty? 	
MISC		

Respectfully submitted

Cindy Chlon

Darcey Ferrell, Chair