

Assessment Committee Meeting Minutes

September 28, 2018

2:00 p.m. - 3:00 p.m.

Room 411EC

Present: Larry Brown, Ben Fulton, Darcey Farrell, Jennifer Lantz, Delilah Ryan, Dr. Purnima Sharma, Charleen Stokes

The meeting commenced at 2:00 p.m. Minutes from the May 4, 2018 meeting were provided to the committee for review and approval at the next committee meeting.

1. Assessment Plan

We have a model of the student assessment. We have clarified the General Education Outcomes, but we need a solid background of the history of how the General Education Committee morphed into the Assessment Committee. The reason it merged is because the General Education assessment committee was on the same page as assessment.

The Assessment Plan document was shared and discussed by the committee. The committee will approve upon final changes made to the document. Delilah Ryan proofread the document and made a few grammatical changes. A motion was made to accept the plan by Darcey Farrell and seconded by Charleen Stokes.

2. Closing the Loop

Closing the Loop document was shared and reviewed by the committee. The document provided history of how WVNCC transitioned from 2015 to the present. It begins with the Mission as our guide. After each workshop, the faculty participated in surveys to determine which areas of further training were needed. The surveys lead to additional workshops.

Several observations have been made. One is that some faculty are not connecting the program outcomes to the course outcomes. Secondly, faculty need to work with other faculty on assessment. The workshop in October/November will focus on alignment. Another area of concern, is the Peer Review format. Additional information needs to be added on the form or provided to the peer reviewer. Right now it is open to interpretation.

3. Assessment Analysis

A spreadsheet with a list of peer reviewer comments was compiled to determine areas that need improvement.

Suggestions by the Committee:

- Post on the faculty document center an example of a model assessment report.
- Align the MCG's with the assessment.
- Provide a stipend to adjunct faculty in order to increase their participation.
- Increase the size of the Assessment Committee.
- The committee needs representation from Health Sciences.
- Develop a handbook for Assessment.
- Repeat training.
- Provide updates on changes.
- Provide training on the Faculty Document Center.

4. Other

Courses that are on a cycle are listed on the Faculty Document Center under the General Education Plan.

Dr. Sharma will share all the documents with the Faculty Assembly and discuss what role we all play in a student's success.

Ben Fulton moved for the meeting to be adjourned at 3:45 p.m.

Respectfully submitted by:

Terri Klepack
Administrative Assistant
Academic Affairs
West Virginia Northern Community College