

Assessment Committee Meeting Minutes

February 21, 2020

Room – 203 B&O

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

Excused: Heather Kalb, Sara Wood

Peer Reviews:

Discussion was held regarding last semester's peer review event. All agreed to use the same process for the spring, 2020 peer review event. Fall '19 assessment reports were due by 2/14/20. The next peer review is scheduled for 9:00am April 3rd, 2020.

Membership:

Discussed email request from Heather Kalb and Sara Wood requesting to step-down from Assessment Committee due to teaching and activity schedule conflicts.

Also, Sara inquired about having a monthly or quarterly meeting to provide opportunity to share best practices for co-curricular assessment and to organize peer-reviews similar to those in program and course peer reviews. The committee discussed the possibility of forming a subcommittee for those purposes. Dr. Sharma agreed to follow-up on this topic with the co-curricular areas.

A new member will be recruited at the next Faculty Assembly meeting and Dr. Dennis Bills has asked to join the committee.

Dr. Loveless:

Dr. Loveless discussed -

- Series 11 changes and the need to revise Gen. Ed. requirements in the A.A. and A.S. programs
- Need to review the process of general education assessment to identify courses for introducing outcomes, immersion of outcomes and mastery of outcomes during the degree earning process.
- Need to include Community Ed. and Workforce Development in assessment processes
- Next HLC visit will occur in 2022

Debbie Cresap:

Debbie discussed –

- Revisions/updates to the WEAVE Course Assessment template
 - Added area indicating program director/faculty involved, date submitted to Dean, date submitted to assessment committee, and date of peer review
 - Added area for improvements/changes since prior course assessment

This will allow faculty ready access to previous assessment recommendations and facilitate building on previous recommendations.

- Added areas for supported initiatives
- Committee recommended training faculty on accurate use of WEAVE features to designate reports as - in progress – ready for internal review – or completed. Doing this is expected to improve the flow and speed of the report process.
- Committee recommended creating a written standard operating procedure for WEAVE.
- Debbie provided and reviewed a sample draft of a combined program assessment and review template that she is currently developing

Dr. Sharma:

Dr. Sharma discussed the need to review the Academic assessment Plan and include changes/updates to forms/process/timeline etc. Debbie Cresap explained that updating has started and is in process.

Next Assessment Committee Meeting:

The committee plans to meet at 11:00am on March 6th, 2020.

Respectfully Submitted
Darcey Ferrell, Faculty Chair