

ASSESSMENT COMMITTEE MINUTES

DATE: September 23, 2022

TIME: 1:30 pm

LOCATION: ZOOM

ATTENDANCE: Darcey Ferrell, Regan Blaha, Daniel Gomez, Lyndsie Scott Guzek, John Labriola, Jennifer Lantz, John Lantz, MaryJean McIntosh, Michael Lawson, Rustem Mulyuk, Natalia Omelchenko-Comer, Pat Roper, Dave Stoffle, Tessa Weisenborn, Dr. Angela Hawk

EXCUSED:

AGENDA ITEMS	DISCUSSION	ACTIVITIES / ASSIGNMENTS
Administrative Updates	<p>Extensive work has been done on the Institutional Assessment Plan.</p> <p>Dr Hawk explained that the plan incorporates both our assessment of student learning efforts and operational and strategic planning levels of assessment. It is in draft form as the "Institutional Assessment Guidebook." She is presenting it to this committee and other committees for feedback and commentary. She highlighted the document's organization, its value as a roadmap for the continuous improvement process, the role of the assessment committee, and recommendations for next steps. Next steps include extending assessment committee involvement to include program level review and integration of co-curricular areas. Dr. Hawk finished by sharing the WVNCC Institutional Assessment Flow Chart which illustrates the plan and process from strategic plan to this committee.</p> <p>Dr. Natalia Omelchenko-Comer inquired about whether early entrance needs to be addressed in the plan. Dr. Hawk explained that the courses are the same for all students and the assessment of EE courses should be equal to assessment of other courses.</p>	Dr. Hawk - Tentative plan is to distribute this plan within the next two weeks
Assessment Academy Update	<p>The Assessment Academy team is now a sub-committee of this Assessment Committee and Lyndsie Scott-Guzek is co-chairing the subcommittee along with Dr. Hawk.</p> <p>Lyndsie gave an update.</p>	All encouraged to comment on Gen. Ed. outcomes sent in email on 9/19.

	<p>The subcommittee was introduced to the College at All College Day in August. The subcommittee meets twice per month and in addition, holds monthly 5-hour retreats to focus on work. At the September retreat the committee began writing outcomes for the Gen. Ed. competencies. Assessment committee members may be asked to give feedback or help in some way. Dr. Hawk sent an email on 9/19 requesting feedback on Gen. Ed. outcomes and Lyndsie encouraged all to participate by responding with feedback. Additional faculty and staff are invited to the retreats to participate Crystal Harbert, Vikram Tugali, and Tami Becker participated in the first retreat. In October, the subcommittee will focus on rubrics and curriculum mapping.</p>	
Follow-up on Spring 22 peer reviews of Fall 21 course assessments.	<p>All assigned peer reviews have been completed and a summary report was sent to the Director of Assessment's Office.</p> <p>Next month we will prepare for Fall 22 peer review of Spring 22 assessments.</p> <p>Jennifer Lantz asked who faculty should contact if they want to do an assessment and it's not loaded in Weave. Darcey said they would need to contact Angela and Daniel confirmed that is what he had done to obtain a WEAVE form.</p>	
Discussion of syllabus course focus statements	<p>Darcey explained that Crystal Harbert had requested the Assessment Committee's input on whether course syllabi should contain course focus statements. According to Kathy Herrington, Chair, the Curriculum Committee determined that a course focus statement on the syllabus is optional. Darcey explained that the current MCG form in Curriculog does not have a placeholder for a course focus statement. Dave Lawson shared that some of his syllabi have a course focus, and others do not. Tessa Wisenborn inquired about the difference between a course focus and the outcomes. Jennifer Lantz remembers their used to be focus statements</p>	<p>John Lantz will take the recommendation to the Curriculum Committee that the optional course focus statement be eliminated.</p> <p>Also, John will check to see if the proper MCG template is being used in Curriculog.</p>

	<p>that were part of the MCG when putting a course through Curriculumlog but remembers back in 2019 when putting Math courses through Curriculumlog using focus statements was discouraged at that time.</p> <p>John Labriola stated, "I serve on the curriculum committee and we're trying to make things simpler and by putting options out there it makes things confusing."</p> <p>After discussion, this committee recommends that Curriculum Committee consider eliminating the optional course focus statement.</p>	
Membership and Meeting date/time discussion	<p>Our student representative to this committee is enrolled in the Nursing Program and we should seek a new representative.</p> <p>Darcey brought up that it is the beginning of a new academic year, and the committee should consider the chair of the committee position and asked if anyone would like to nominate or volunteer to chair the committee.</p> <p>Daniel Gomez asked if we could just set it up so that every course gets populated in WEAVE every year. Committee agreed that the 3rd Friday at 1:30pm continues to work with everyone as a meeting time for this year.</p>	<p>Regan Blaha will seek a new student representative.</p> <p>At this time, the Darcey will continue to chair the committee.</p> <p>Darcey will discuss this and the building of forms in WEAVE with Angela Hawk.</p>
Criterion 4b	Darcey emailed everyone the latest draft of the 4b portion of the assurance document. The team is asked to read the document and ask questions. Each member of the committee should understand this document feel free to give feedback.	
NEXT MEETING		
	October 21st, 2022, at 1:30pm	

Respectfully Submitted by: Darcey Ferrell, Chair