

## **Assessment Committee Meeting Minutes**

**May 4, 2018**

**2:00 p.m. - 4:00 p.m.**

**Room 411EC/111NM/215R**

Present: C.J. Farnsworth, Ben Fulton, Jennifer Lantz, Delilah Ryan, Dr. Purnima Sharma

### **1. Minutes Approval**

Minutes from the March 23, 2018 meeting were reviewed by the committee. Jennifer Lantz moved to approve the minutes. The motion was seconded by Ben Fulton. The minutes were accepted as presented.

### **2. March 30<sup>th</sup> Workshop Update**

The workshop was successful. A number of faculty presented their assessment methods to those in attendance. Their presentations were videotaped. The video clips will be posted on the website.

### **3. Pre-Assessment forms for Fall 2018 and Spring 2019**

The forms are overdue from Program Directors. Keep in mind that we are assessing the courses as well as the assessment process.

### **4. Feedback/Comments on HLC Assurance: HLC Course**

There is a HLC discussion board on Blackboard. Go to Blackboard/Courses/HLC-2018/Discussion. The objective is to 1) involve the whole community college; 2) provide valuable feedback; 3) provide a process to show how we are doing things.

### **5. Yearly Program Review Workshop**

A workshop is scheduled for May 15, 2018. The objective/goal is to complete a yearly evaluation of each program. In addition, set goals for enrollment, graduation and placement. Keep track of where students are going.

### **6. Peer Review of submitted reports**

Looking at providing a stipend for faculty who are doing peer reviews over the summer. Charleen Stokes to fix the problems of entering data on the peer review report.

## **7. Assessment Process Evaluation**

Dr. Sharma provided the process and timeline for Assessment (see attachments).

We should have one year of Pre-Assessment completed. Everyone should know what they are assessing for Fall 2018 and Spring 2019. The whole year of assessment will be due in April. The program directors will be looking at our general education courses and what needs to be assessed. Pam sending email of what will be assessed in general education outcomes and a sample rubric sometime next week.

## **8. Other**

Terri Klepack is working on the New Faculty Document Center (New FDC) that is now on the website. It is located on the website as New FDC. She gave a demonstration on where the files will be located and how they will be housed. She asked for comments or suggestions on the set-up of files. After discussing the same, a motion was made to approve the new FDC by Ben Fulton and Delilah Ryan seconded the motion. The motion for the New FDC was approved.

Dr. Sharma concluded the meeting by asking if there were any other questions or comments. After no reply, CJ Farnsworth motioned to adjourn the meeting and Jennifer Lantz seconded the motion.

Respectfully submitted by:

Terri Klepack  
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