

ASSESSMENT COMMITTEE MINUTES

DATE: October 15, 2021

TIME: 1:30 pm

LOCATION: ZOOM

ATTENDANCE: Darcey Ferrell, Patricia Roper, Jennifer Lantz, David Stoffel, MaryJean McIntosh, Rustem Mulyuk, Dr. Purnima Sharma, Daniel Gomez Lyndsie Scott-Guzek, John Labriola, Michael Lawson, Dr. Natalia Omelchenko-Comer

EXCUSED: Regan Blaha, John Lantz

AGENDA ITEMS	DISCUSSION	ACTIVITIES / ASSIGNMENTS
WEAVE ASSESSMENT REPORTING INSTRUCTIONS & INSTRUCTIONAL VIDEO	<ul style="list-style-type: none">➤ The draft of instructions and instructional video were provided to the committee prior to the meeting. Committee member comments were positive.➤ Dr. Sharma asked that clarification be made to the instructions document to reflect assessment processes.➤ David Stoffel requested that Dr. Sharma provide specific recommendation to the committee➤ Dr. Omelchenko-Comer requested that Dr. Sharma or Dr. Loveless look closely at it and sign-off on the second part of the document related to what goes where in the assessment report and the level of detail required.	<ul style="list-style-type: none">➤ Dr. Sharma will continue her review of the instructions and instructional video and provide clarification of requested changes.
PROGRAM ASSESSMENT	<ul style="list-style-type: none">➤ Dr. Sharma re-emphasized structures of program-directed assessment plans and cycles of course assessment.➤ Jennifer Lantz pointed out the current directive that faculty assess each course annually to ensure assessment of all course CLOS in within a 3-year cycle.➤ Dr. Sharma re-emphasized the curriculum mapping that has been in place.➤ MarJean McIntosh made comments regarding the process beginning with program directors.	

	<ul style="list-style-type: none"> ➤ Dr. Sharma shared and reviewed the Early Childhood Care and Education Associate in Applied Science Program Assessment with the committee. 	
GENERAL EDUCATION	<ul style="list-style-type: none"> ➤ Dr. Sharma reviewed the General Education assessment plan with the committee. 	
LEAD FACULTY DOCUMENT	<ul style="list-style-type: none"> ➤ Division chairs have been working on a Lead Faculty document (in cooperation with program directors). 	<ul style="list-style-type: none"> ➤ Darcey Ferrell to follow-up with John Lantz on status of this document.
PEER REVIEW OF ASSESSMENTS	<ul style="list-style-type: none"> ➤ Darcey Ferrell explained that there are 110 assessment reports from Fall 2020 and Spring 2021 available for peer review. Committee agreed to peer review a sample of these documents (35%). ➤ An email was sent earlier requesting volunteers to participate in the peer review of assessments. 19 faculty and staff divided into 9 teams will participate in the peer reviews over the upcoming weeks. ➤ Dr. Sharma suggested bringing all faculty together at the same time to do the peer reviews. ➤ Jennifer Lantz shared concern that if it becomes a bigger time commitment, there will be less participation in the peer reviews. Jennifer explained that the current process of pairing experienced committee members with volunteers who are new to the process is like team teaching. She does not want to abandon something that we've tried and really works. ➤ Mary Jean McIntosh expressed appreciation for the current peer review process which allows for teams to schedule the peer reviews around their teaching and other commitments. 	<ul style="list-style-type: none"> ➤ Darcey Ferrell to organize peer review teams and reports to initiate the reviews.

CRITERION 4B	➤ Dr. Sharma spoke about criterion 4B – assessment of curricular and co-curricular assessment. She and Darcey Ferrell will be putting together a draft for the committee to review and add any comments for evidence.	
NEXT MEETING	➤ The committee will meet again on November 18 th , 2021.	

Respectfully submitted by Darcey Ferrell, Chair