Assessment Committee Meeting Minutes

January 26, 2018

2:30 p.m. - 4:00 p.m.

Room 411EC/111NM/215R

Present: Larry Brown, Hope Coffield, CJ Farnsworth, Darcey Ferrell, Ben Fulton, David Knecht, Jennifer Lantz, Steve Ledergerber, Delilah Ryan, Purnima Sharma, Charleen Stokes

1. **Minutes Approval**
   Minutes from the October 27, 2017 meeting were reviewed by the committee. Charleen Stokes moved to approve the minutes. The motion was seconded. The minutes were accepted as presented.

2. **Assessment Update**
   - **Workshops**
     o December update for Blackboard Assessment training. The ATC building does not have computer access for Blackboard. It was recommended that we need mobile labs. ASC has 2 mobile labs with 25 computers for each that can be used.
     o Peer Review Rubric Workshop. Received excellent feedback on the updated Peer Review Rubric form. We made changes to the vocabulary for consistency. This is an example of what we recognized as a problem and how we took action. In January's workshop, faculty got to see the forms. Most faculty needed help with the results and analysis.
     o The March Workshop will incorporate all the needs for improvement.

   - **General Education Assessment**
     o Genera Education outcomes will be separate from the Program Assessment. Currently the General Education outcomes are on a 3-year cycle. Dr. Sharma discussed this with the Program Directors and Chairs and they thought it would be useful to do the GE outcomes twice a year.

   - **Program Outcome Assessment**
     o Dr. Sharma will be responsible for implementing a literacy skills outcomes assessment based on a year's worth of data.
     o Dr. Sharma went over how the Assessment Cycle works. Take in the data in the fall, analyze the data in the spring, implement changes the following fall. In between, submit fall reports in February, then the committee will provide feedback by the end of April. We will be able to see if the students met, did not meet or exceeded the expectations of the Program. The results will be summarized by Program and Dr. Sharma will communicate the same to the Chairs and Program Directors.
     o Ben Fulton stated that once we get a summary report, we will fit it into a 5-year cycle.

- o Hope Coffield stated that after you go through a cycle or two you will have student outcomes. The guideline is to schedule everything in a 3-year cycle. Then we will have the time to do the program review.
- o Dr. Sharma shared that we will start the Pre-Assessment cycle in the Summer. During the summer, we will do all of the planning and provide the assessment information to the Program Directors in August. This way they will know what they will be assessing in the Fall and Spring. If an instructor has a class in the Summer, it will be up to the instructor or Program Director what time frame will be assessed.
- o Dr. Sharma will propose the cycle to the President's Cabinet again - one year's data every year. We are still on the cycle of every 2 years. The focus has changed to how the course assessments and program outcomes are being assessed. Program directors will have the cycle of all courses.

- **Co-Curricular**
  - o Five projects were identified. We want to look at them from the same peer review rubric. Set-up is the same way as the Course Assessment. Dr. Sharma is meeting with supervisors next week so they can solidify what they are providing next spring. Darcy Ferrell provided information on Access and Literacy Skills.

- **Weave**
  At this point, we are not doing anything this semester in regards to Assessment. One of the advantages of having assessment in Weave, is that it directly ties our outcomes with the college's standards and the strategic plan. This method is coming down the pike.

- **Document Center**
  The website faculty document center will be divided into folders for MCG's and syllabi. TSG, our consulting firm for the website, is working on how this will be done.

3. **Institutional Effectiveness**
   The blueprint of what, how and is it all working was presented to the Faculty Assembly, the President's Cabinet and Staff Counsel. Will meet with the Cabinet to discuss how to streamline the process.

4. **HLC**
   HLC will be on campus on November 26, 27 and 28, 2018. All assessment committee members should be available on those dates.

5. **Peer Review of Submitted Reports**
   Course assessments were distributed to the Assessment Committee for Peer Review.

6. **Other**
   Please provide Dr. Sharma any ideas you may have for the upcoming March Assessment Workshop.

Meeting adjourned after peer review of documents.

Respectfully submitted by:

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