

## Assessment Committee Meeting Minutes

May 7, 2021 – 12:00pm

**ATTENDANCE:** Darcey Ferrell, John Lantz, Patricia Roper, Debbie Cresap, Jennifer Lantz, David Stoffel, Daniel Gomez, Rustem Mulyuk, Purnima Sharma, Jill Loveless, Dana Indermuhle

- Follow-up on peer reviews
  - Darcey shared the compiled report of the results of all the peer reviews done previously. Some comments are slim, but other peer review feedback is getting helpful to improve the assessment process. Darcey will share the report with assessment members. Some members would like Darcey to compile an example of a really good assessment with peer review feedback as a document to share so others are aware of the quality we are seeking in this process.
  - Assessments should not include students' names in the forms, or personal/identifying information. This is a FERPA violation. This will be communicated to faculty.
  - Discussion about FERPA policy. How/What purpose are we using the information for? How does it benefit the student(s)? Demographics: difference between non/traditional students, may be helpful to know for intervention. It's not about grades, it's about performance.
  - Pam offered to coordinate an assessment of the assessment/peer review process.
  - Darcey is going to send out a report to the volunteers to show them were all their work went. Hoping it will encourage others to volunteer again.
  
- Review of Institutional Assessment Plan
  - Follow up from HLC response to take us off probation from the 2017 report that was submitted. Is it ok for everyone to be able to read the summary? Jill will forward report to Darcey to send out to the committee.
  - We still have some gaps, but we showed change and made enough improvement to earn positive remarks on the final monitoring report. Shows we are using our data to follow up with recommendations.
  - Beneficial to see the report, so we continue the improvements and positive direction.
  
- Miscellaneous
  - Making process
  - A retreat is schedule for program directors after graduation/end of semester. Part of the focus will be assessment.
  
- Brief follow-up on Criterion 4 subcommittee efforts

- Criterion 4 is on assessment. We have Subcommittee to follow up and put together this document.
- Debbie getting things in place before retirement. Discuss document built in WEAVE with subcomponents, criterion 4 not to be a separate document; info in this that can be used in other categories; she proposes doing it in one place. Pam, everything is a single piece. Pam will separate 4 herself. Jill said submit a ticket in WEAVE to have the document pulled.
- Goals for upcoming academic year
  - Regan Blaha will be added to the committee as part of student services
  - We need to add a student
  - Flowchart in the institutional assessment plan, history is important to show why we made the changes and show our next steps to demonstrate continuous process. (Pam, Jill & Darcey will work on this document) Jill: history is past & plan is future, living, breathing document.
  - All assessments go under IE. Merge assessment to IE, no longer 2 separate sites on our webpage.
  - Increase clarity & communication within the faculty body. We need a commons area to find resources: example of assessment, peer review, blooms taxonomy,
    - Faculty Document center?
    - WVNCC Faculty Orientation in Blackboard: Document Repository
    - New faculty will be taking a new, year-long class with 1 of the module (8week intensive) to address understanding assessment
- MISC
- Next Meeting: during faculty return week

Respectfully submitted

Jennifer Lantz  
Darcey Ferrell, Chair