Assessment Committee Meeting Minutes

March 23, 2018
2:00 p.m. - 4:00 p.m.
Room 411EC/111NM/215R

Present: Darcey Ferrell, Ben Fulton, Jennifer Lantz, Steve Ledergerber, Purnima Sharma, Charleen Stokes

1. **Minutes Approval**

   Minutes from the January 26, 2018 meeting were reviewed by the committee. Steve Ledergerber moved to approve the minutes. The motion was seconded by Ben Fulton. The minutes were accepted as presented.

2. **Assessment Update**
   - Program Directors are to submit the Fall 2018 Pre-Assessment reports by April 13, 2018.
   - As interim V.P. of Institutional Research, Dr. Sharma is looking at the strategic plan to see how it fits with academics, student services, etc.
   - We have received most of the peer review assessment reports from the committee. Whatever is left over will be divided among the committee members today.
   - The yearly program review will be done the day after grades are turned in. There will be a one-day workshop to do the program reviews. Faculty will be provided a stipend. Look at Argos and Blackboard analytics to see where you can draw your data from such as strengths, weaknesses, employment opportunities, student-faculty ratios, etc.

3. **Survey Result**

   - Received mostly positive feedback. Eighty-two percent (82%) thought the workshops were helpful. One-third (1/3) of the people commented that they need help with all aspects of assessment.
   - Mini workshops will be held for those struggling with Assessment.

4. **Professional Development**

   The March 30th Assessment Workshop will address the following:

   - The mandate for Assessment.
   - Faculty will be sharing recorded assessment and peer review experiences at the Workshop.
   - Retention strategies will be addressed (i.e., academic alerts, advising, social integration, etc.)
   - Question and Answer session

5. **HLC Visit**

   We want to make every effort to show HLC what we are doing in our classrooms and the community.

6. **Peer Review of submitted reports**

   Peer Review reflections:
   - New Assessment Report forms
     - Made review easier
     - Provided faculty with more information regarding collection and reporting
   - Recommendation to continue improving the process
     - Incorporate the BB Analytics feature
     - Continue the use of other data collection tools readily available to the course, i.e. SimChart
   - Overall the quality of Assessment Reports is better.

   Items to review/consider in our developing and improving the Assessment process:

   1—Include the Pre-Assessment form with Report form to help us better understand what the faculty meant.

   2—Post online the Pre-Assessment form, Assessment Report form, and the Peer Review as a set for others to reference.

   3—Remove all "old" forms from online.

   4—Add a box on the Assessment Report form regarding sharing results with other faculty.

   5—Add a box on the Assessment Report form regarding use or reference to earlier results and the comparison.

   6—Re-evaluate the Gen Ed Outcome section. That seemed to be an area of confusion.

   7--*Charleen to do: number the template pages of the Peer Review form.

   Questions we have:

   1—After the submission of the Pre-Assessment form, when, and how, do faculty know it is approved as presented?

   2—From whom, or where, should faculty receive all forms?

7. **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:

Terri Klepack
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