Assessment Committee Meeting Minutes

Friday, March 5, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:06 pm. on Friday by Justin Tickhill. This meeting was held online via ZOOM.
2. **Present:** Dr. Gina Kamwithi, Justin Tickhill, Dr. Kelly Gray, Christine Lynch, Christina Barker, Deb Hysell, Leesa Cox, ~~Daniel Wagner~~, Barb Keener, Kimberly Lybarger, Paula Waldruff, Alicia Camak. Guests: David Koepke and Mohamed Ghonimy

Before the meeting began, Justin informed Dr. Min Lu that he does not need to attend the assessment meetings until next semester per Dr. Gray. Dr. Lu sent his greetings and then left the meeting,

1. **Minutes**

Minutes from February 19th were reviewed with minor adjustments noted.

Motion to approve as amended: 1st: Chris Barker, 2nd: Christine Lynch.

Feb. 4th minutes – Justin brought up a couple of other corrections that he had not noticed before and will send both sets of updated minutes to Gina for posting on the web.

1. **TASK review for 19/20 Program Assessment Report: Criminal Justice Cyber Security (Dave Koepke)** – Justin shared on his screen the PARS for Criminal Justice and told Dave the main purpose of the meeting is for Dave to ask questions and the Assessment team to share advice. Dave requested clarification on the TASK acronym. He was told it stands for Total Assessment of Student Knowledge. TASK is what every student needs to know in order to graduate.

The other acronyms were also reviewed. Justin asked Dave if he was aware that he could change the PARS for his program. They can be changed by the Advisory Board members recommendations. Gina asked for Dave to give his feedback on how this review was done. The Assessment is working on the best way for all of them to share their comments on PARS. Christine Lynch shared some of her observations from the report.

Outcomes were placed at the top, which makes it easier to follow.

One of the outcomes was very long. She suggested breaking it down and having more than one assignment measured.

Both PARS outcomes are the same. Are students learning the same thing? These are two different degrees, should the outcomes be the same? Dave said that they do not need to be different as all careers have unpredictability and individuals would have to react to the unexpected.

Communication: writing and speech. These are two different things. Should it be in separate assignments? Dave said the Advisory committee would recommend to break it down and have more work done on student’s writing ability. Deb said to define things that are problems in the writing portion. Question was raised to Dave if he has defined writing skills that law environment need. He said yes, their writing needs to be more direct, to the point and technical. Writing needs to be for front-line to middle-level management. The current rubric is not being met, but on next year’s report include another rubric for the different types of writing needed for criminal justice profession. The best way to change an outcome is to get input from advisory board. One of the Assessment team members can help Dave with writing the rubric.

Christine asked whether any assignments were different due to Covid. Dave said they were. Suggestion was made to Dave to also include the course name by course code on the report.

Unsure about the 87% passed, what was percentage from the previous year, that information is helpful. How many students fell below that? What happened to the 13%?

Question raised on grade requirement listed for the assignment and how many times can a student take the assignment.

It is helpful to know who was teaching the course. Anne Strouth’s name was listed by all the courses.

Gina wanted to make Dave aware that graduate numbers cannot be used as a benchmark.

Christine noted that grades are different in benchmarks in the PARS, unsure why they are different, shouldn’t they be same in all the courses?

Dave was excused from the meeting and told that he would be receiving a letter from the Assessment Team sharing with him what was discussed at today’s meeting. He was welcomed to have coaching from a member of the Assessment team. Dave learned a lot and was welcomed to come back anytime.

1. **TASK review for 19/20 Program Assessment Report: Cyber Security (**Mohamed Ghonimy)

Mohamed only had a few minutes to spend with the Assessment Committee as he had another meeting at 1:00 pm.

Mohamed shared in more detail about the assignment listed on the report. The students are asked to write a policy for NC State and they work in teams. This starts in week 2 and ends in week 14 and there are 3 parts to the assignment.

Mohamed was informed that outcomes can be changed with input from the program’s advisory board. Justin liked his soft skills statement. Mohamed said the only way for the students to improve their soft skills is to practice.

Paula referred to the professional data comments about a barrier for students was no professional clothing for their presentations. She told Mohamed that her office has a large quantity of professional clothing and students can contact her directly to get something appropriate for their presentations. She would be glad to assist them and help with resumes as well.

Due to lack of time to spend with Mohamed to discuss his report fully, he will be invited back to the next meeting.

There was discussion on the number of faculty who should be invited to Assessment for their PARS review. Newer faculty may need more time. The team needs to coordinate their information better that will be shared with the faculty, sending as a Google document would be a good way. Justin did a poll with members and the majority were in favor of reviewing one program per PARS. Gina will share with the committee templates for Professional Soft Skills and Rubric.

1. **Discuss scheduled program in-person reviews –** Gina recommended to bring Michelle Slattery in for a review after Mohamed. Justin thought about inviting Jason Tucker as well. Justin and Gina will discuss after today’s meeting on who to bring to the next program review after Mohamed. They will inform the committee.
2. **Adjournment**

Justin moved to adjourn at 1:22 pm.

The next meeting will be Friday, March 19, 2021 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns