Assessment Committee Meeting Minutes

Friday, September 3, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:05 pm by Justin Tickhill. This meeting was held online via Zoom. Justin welcomed new members: Dr. Howard Walters and Vickie Rose.
2. **Present:** Dr. Gina Kamwithi, Justin Tickhill, Dr. Kelly Gray, Dr. Howard Walters, Christine Lynch, Christina Barker, Vickie Rose, ~~Barb Keener~~, ~~Kimberly Lybarger~~, ~~Alicia Camak~~, Amy Burns.
3. **Minutes**

Minutes from the last two meetings of Spring Semester 2021 (April 2nd and April 16th) were reviewed and accepted as presented. Motion to approve: 1st: Christine Lynch, 2nd: Gina Kamwithi. At the end of the meeting, after minutes were accepted, Chris stated that for the 4/16 minutes, there were not enough people present to approve the minutes (didn’t have a quorum). Justin said that going forward, the minutes will be included in the meeting invite and members were asked to review them prior and have edits prepared to present at the next meeting. Justin reminded members that someone else other than the chair moves and approves the minutes.

Chris Barker asked if Leesa Cox was still on the committee. Since she became the Assistant Dean of Health Sciences in March, she is no longer part of the committee structure. Chris asked if we can recruit more members. Additional members are always welcome.

Kelly mentioned that there was conversation in President’s Cabinet this week on the number of full-time faculty required for committees. Historically, there have been 2 full-time faculty per division represented on a committee. There are 43 full-time faculty, (with 9 brand-new), and new faculty do not serve on a committee until they have been with the college for one year. She said that only 1 faculty member per division is required for a college committee.

Kelly asked if faculty cannot attend a meeting, they are expected to find a substitute. Sometimes that is not always possible as emergencies and illnesses can come up quickly and beyond our control. The goal is to have one full-time faculty per committee. Substitution was new to Justin. Gina said it was done more informally before, but is more formal now. Assessment committee members were asked if they know they’re going to miss, to please let Justin and Gina know.

Gina posed the question to faculty serving on Assessment on what they would see as the best way to communicate this information to the full-time faculty. Christine asked if the same sub or different people can be a sub – do they need to be assigned. Kelly said no, the sub is not assigned. The sub is to be made aware of who to contact in the committee and obtain an agenda if available. Gina suggested that if a faculty member knows well ahead of time they will be absent from their committee, to share an announcement in their division meeting and ask for a sub. Kelly will include this as another announcement in her email to faculty. They will be asked to provide a sub and to notify the chair and Assistant Dean of who the identified person is that will be sitting in on their committee.

1. Welcome new members and discuss meeting format, participant roles and expectations
	1. Meeting Format - This is more of a think tank type of environment. We stay respectful and do allow venting. All perspectives are respected. We become a test for how to make processes work more effectively. Justin admits to playing devil’s advocate a lot. He is not trying to be difficult, just trying to foresee future problems. Gina considers that to be a best practice and is a good thing to do. Justin came up with a brief summary statement to help explain Assessment’s role with the new committee members. It is: *Goal is consistent quality improvement for our community through better understanding of our college, curriculum and faculty achievements.* There was discussion amongst the committee about the wording and how we as a committee may want to look into this further and make this part of our statement. Gina mentioned that the handbook or some portion of the handbook should be evaluated every year. This is something the committee will come back to another time.
	2. The roles of the Assessment Committee are spelled out every time agenda.
		* Gina - guide to HLC expectations and trainings. She mentioned that another part of her job is to share data with faculty. She would like to have included in her role the following: providing and support for data. We have a lot of evidence, need assistance with closing the loop. Gina was asked to write the sentence she prefers for her role, and send to Justin and it will be updated for the next meeting’s agenda.
		* Justin - utilizes the canvas course, website and word of mouth to get the college on the same page for quality improvement, organizes and conducts Assessment meetings (bi-monthly).
		* Kelly - Enforces the decisions of the committee across the campus.
		* Members Roles -
		* “Poster” of items to the website
		* “Director” of PARs
		* “Director” of CWOs
		* “Director” of Co-Curricular materials
		* “Planner” of attendees

These were temporary titles Justin came up. There was further discussion about them, and they were changed and are listed below in the Other section. These titles and discussion of committee assignments will be included in the next meeting’s agenda.

To go along with PARS review, Gina said she could put a calendar on the Assessment website where faculty could schedule their PARS.

1. Assessing our Assessment. When was the last time we asked, “Is this working for you (those areas we serve)?” We do a lot assessment of college and co-curricular. How often do we ask if it’s working effectively for faculty and staff?

Justin suggested that we follow-up with faculty when they have their review and do a survey and place it on Canvas. Kelly said that faculty have asked her whether the PARS process could be reviewed. There are 3 forms being used. She said it would be good that the committee communicate the importance of those pieces to faculty as a whole. They need to understand these are very important for the institution and for accreditation.

Justin said he has focused a lot on PARS and not so much on the CWO and why the CWO is important. He is under the assumption everyone knows professional soft skills are important. Gina said for faculty reviews the CWOS and PARS were split because it was too confusing. Howard said that the CWO and PARS are very helpful, and people do not see all of the complexity and how important these items are.

Kelly suggested after reviews to ask the faculty if there are areas Assessment could explain better and how can we help along the way. Howard stated that with surveys, there is the tendency to respond less positively. He feels it’s more of a conversation and less of a survey. He referred to Michelle Slattery’s PARS report last spring. Justin would like to see a survey through Canvas to find out what’s helpful to the faculty in their PARS review. This would be another way of getting their input. He will have a conversation with Gina on how this data should be mined in regards to HLC.

There was discussion on how best to obtain graduate employment data. Sometimes the data collection is outside of ourselves as it’s voluntary for students to return. Members were asked to think of other ways to collect the data beyond a survey. Health Sciences is required to have this data as part of accreditation. Follow-up is done by emails or phone calls so more information is obtained. During the students last semester, Health Sciences requests personal emails from graduates so follow-up can be made regarding their employment after graduation. There is a greater response from someone the grad knows. It’s a process and there needs to be more collaboration between the Program Director and Program Coordinator.

The suggestion was made to have a student worker call to find out if grad has found employment. College of Business has CollegeNow Cohorts and students do not have the bonding experience as much like nursing students and a lot of classes for their students are online. There are definite areas of improvement. All agreed it is very important to be able to track the graduates and to find ways to preserve relationships of alumni/donor relations. It is a lot easier to get the data from the onset instead of later on. Do not assume the data doesn’t exist as it may be out there. Suggestion was made to look into the National Clearinghouse as transfer data was just received for our graduates. They may also have employment data. Do an environmental scan of what is there.

A responsibility of Assessment is to take it seriously and engage on behalf of the institution as a work group.

1. Discuss changes to Curriculog system and conduct training – Gina gave a quick overview. The main item in Curriculog that will affect assessment is that the syllabi and curriculum worksheets are now stored on Curriculog instead of the K drive. Question posed if things can be broken in the system, not with faculty. There is an undo feature in the system. This year, please contact Gina if something needs changed and she can walk you through the process. When submitting proposals, faculty members must accept and approve their own proposal. The document goes through all the processes. Gina only pulls data over to the catalog once per semester and updates everything. Future training in Assessment Canvas course suggested.
2. **Other**
	1. After the meeting today, Justin sent an email to committee members asking them to think on what role they felt they would like (or none). See below:

Lead PARs reviewer

Lead CWO reviewer

Lead reviewer of Co-curricular materials

Lead PFSS reviewer

Master of Assessment Canvas course

There will be further discussion at the September 17th meeting.

* 1. Gina was asked to send to Justin one sentence about her role, to be included in future agendas.
	2. Howard was asked to share information with Justin about the National Clearinghouse of Data that he was able to tap into when researching NCSC transfer data.
1. **Adjournment**

Christine Lynch motioned to adjourn at 1:25 pm. Meeting adjourned.

The next meeting will be Friday, September 17, 2021 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns