Assessment Committee Meeting Minutes

Friday, September 17, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:03 pm by Justin Tickhill. The meeting was held online via Zoom. Christine asked whether the Assessment Committee meetings will at some point go back to in-person. Justin said due to the day/time of the week these meetings are scheduled, they will continue to be held via Zoom.
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**

Justin reminded members that minutes and agenda are posted under the Outlook Calendar Appointment for each upcoming Assessment Committee meeting. Members were asked to send any changes to him prior to the meeting. Minutes from the September 1st meeting were reviewed and accepted as presented. Motion to approve: 1st: Vickie Rose, 2nd: Christine Lynch.

1. **Assign participant roles and expectations for Fall 2021 and Spring 2022.** Christine asked what the expectations would be of the specific roles. Basically, when a program faculty member comes in for review, the lead would be the first and primary speaker discussing their particular review (i.e. PARS) on that section of the report. Gina leads the review conversation (PARS Canvas course). The goal is to have more committee members engaged during the reviews and have others speaking. It was determined that program reviews would be restructured in this order: CWO, PARS and then PFSS. 20 minutes is given to each. Justin said there are a lot of new faculty, and it would be good to get reviews scheduled soon. The Committee will organize a schedule at the next meeting and set up times for various departments to come in for their review. Justin has scheduled the person/program review in the past and is OK in doing that this year.
	1. Lead PARs reviewer - Christine Lynch volunteered for this role.
	2. Lead CWO reviewer – Justin Tickhill volunteered for this role.
	3. Lead reviewer of Co-curricular (example would be TRIO, Honors College, Tutoring, etc.). This was tabled to the next meeting as clarification is needed from Gina or Kelly on whether a faculty member needs to be assigned to this role. Chris Barker said she would be glad to be a back-up for this role, is unavailable right now.
	4. Lead PFSS reviewer – Vickie Rose volunteered for this role.
	5. Master of Assessment Canvas course – Justin Tickhill volunteered for this role.
2. **Revisit: Assessing our Assessment. When was the last time we asked, “Is this working for you (those areas we serve)?”**

There was discussion about having a briefer vision statement (one sentence) that clearly defines Assessment. Justin referred to the brief vision statement he shared at the last meeting: *Goal is consistent quality improvement for our community through better understanding of our college, curriculum and faculty achievements.* Justin showed on the Assessment Committee Handbook that there is a more detailed listing of Assessment’s vision/mission, whose main audience would be HLC. Howard agreed that a more concise statement is needed so the general audience can more clearly understand. Justin also stated that some amendments need to be made to the Handbook to include Co-Curriculars.

Justin shared his Dashboard in Canvas and how he made pictures for all of his courses that include the dates and times to help the student identify the courses more easily. Christine includes inspirational quotes on her courses’ main pages. Justin will be drafting and sending an email to all faculty to remind and share the tools that are available to them in Canvas regarding Assessment. There are several new faculty and they need to be aware, if not already, the resources available to them. He spoke briefly that Assessment needs to have infographics. Additional information will be shared at the next meeting.

1. **Adjournment**

Christine Barker motioned to adjourn at 12:52 pm, 2nd: Christine Lynch. Meeting adjourned.

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

Respectfully submitted,

Amy E. Burns