Assessment Committee Meeting Minutes

Friday, October 1, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:08 pm by Justin Tickhill. The meeting was held online 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**

Minutes from the September 17th meeting were reviewed and accepted as presented. Motion to approve: 1st: Christine Lynch, 2nd : Vickie Rose and Chris Barker.

1. **What is our role in the 8-week course conversion plan?** The majority of the meeting was spent discussing the 8-week course plan and how this may affect Assessment’s role. Discussion points are included below:
   1. Prioritize old data to compare with new?
      * What will stay consistent between courses? There needs to be consistency in deliverables in 16-week vs. 8-week.
      * Suggestion was made to make in investment in scheduling software to assist faculty restructuring their courses.
      * Kelly said there will be minor restructuring of curriculum worksheets. The students will take the same courses as before. What will change will be adding a column to the worksheets that will indicate whether the course is taken the 1st 8 weeks, 2nd 8 weeks or to take the course for 16 weeks. 8-week courses are based on individual course needs – time needed for class, practicum, lab, etc. Hocking College’s A & P course was given as an example. One time, the course could be offered in 8-week format, the next time 16 weeks. The format needs to be what is most appropriate for the individual program and the best interest of students. Individual programs will be meeting with Deans to discuss the best format for their courses.

* Some of the programs, including Human Services will be going to summer to be incorporated into degrees programs at some point. This provides some opportunity to have more flexibility for students. Committee member asked if that was influencing the eight-week transition.
* Gina had a meeting with Dr. Tristan Hayes yesterday and said he has a good understanding of assessment. He has changed course outcomes for BIOL 1050 and wants to make sure that does not affect Respiratory or RN program as those students are required to take this course for their program. Gina shared that a lot will be the same with assessment when moving to 8 weeks. And, with so many moving parts, no change will be happening with curriculum or assessment committee.
  1. Outline how assessments may change and how to maintain consistency in CWO PAR documents
* The point of assessment is sometimes we have to change but we are still achieving the outcomes.
* What new assessment needs done in 8 weeks? There may be a different assessment in PARS for 8 weeks. The courses may have to be split in half. Reflect why program gained an outcome and another program has not changed an outcome.
  1. How to outline new grading options and how that may skew old CWOs and PARs
     + Change how you grade to give timely feedback. There were some concerns about some programs meeting timeframes. Kelly shared that course outcomes will still be measured.
     + Gina shared as an example, that a person may be concerned about getting all assignments assessed, but they would only need to assess one of the 5 assignments when presenting before the committee.
     + Justin – this gives opportunity to streamline a course. He shared an example: written portions in ExamSoft take longer to grade. These would need to be changed to multiple choice questions. This gives less time to grade but not as much knowledge for the instructor to have on what student knows about the course.
     + Kelly – Faculty will not have the same volume of students at one time than they have now.
     + A Committee member suggested curriculum design training for faculty for the 8-week format so they know expectations, are given resources and provided with a contact for questions.
     + Co-Curricular Honors Projects Discussion:

Justin posed the question about Honors Projects and the length given to the students to do their posters. They currently have 16 weeks to complete the project. The Director of the Honors College said she has not spoken with Howard yet. She feels that 8 weeks would not be enough time for students to complete their honors projects. She would suggest that it be extended into the second 8 weeks and also allow students to start projects early. Kelly said the project would need to be restricted to only 8 weeks as it needs to be within the context of the course the students are taking during the 8 weeks. This will be shared with Howard. The majority of the students are CCP students (courses will not be converting to 8 weeks) and there should not be much of an impact. It will be a real commitment for other students to get their project done in 8 weeks as the poster project would need to be done within 4 weeks and have poster ready in week 5 for 8-week courses. Unless they are doing a continuing project. Justin said starting a project early prior to class instruction could pose a potential legal issue, having an extended time would not be an issue. Howard and Kelly will need to have a conversation. Gina said HLC would appreciate that Assessment is discussing co-curriculars with the Honors College.

1. **Revisit: Assessing our Assessment. When was the last time we asked, “Is this working for you (those areas we serve)?”** 
   1. Justin shared his Canvas course on the Assessment page which included 3 topics. He suggested having the committee expound upon these topics he had listed, or he can write some items for faculty to keep in mind. We could offer advice from assessment moving from 16-week to an 8-week course. Another topic title was Biggest Frustrations with Assessment at NCSC. Maintain same bank of questions of exam questions for 16 week and, see if things are working or not and tracking data for student performance. One of the committee members voiced concern that this sort of information may be too detailed at this point. The purpose of assessment is the same regardless of time frame (8 weeks or 16 weeks). Suggested name change of one of the topics was How to Maintain Assessment Focus in any Format? (5 wks., 8 wks., 16 wks., hybrid, etc.) The whole point of assessment is looking at improvement. BIT committee member is currently looking at the overall program and which certificates would lend themselves to an 8-week format. Gina asked that the Assessment Topics on the Canvas Page be tabled for now. There was concern faculty will not receive proper training. Gina shared that Toni Johnson will be working with faculty on training and she and Kelly will be presenting next week to faculty.
2. **Items for Next Meeting’s Agenda**
   1. Kelly and Gina were asked to review and adjust their role if needed for what is currently listed on the Assessment Committee Agenda. Please send update to Justin.
   2. Justin asked for Kelly and Gina to share with him on whether he has overlooked Assessments vision statement in the handbook and to get that information to him.
   3. Revisit the one-line vision statement that Justin came up with and refine the wording more at the next meeting.
   4. Justin asked the committee to think of two programs within their division where there are newer faculty who would benefit meeting with the committee to review previous CWO and PARS and data for their particular program. The committee felt this would be helpful before new faculty would do their own Reviews. Programs recommended were English, Engineering, Radiology, Physical   
      Therapy Assistant, Communications, History and Criminal Justice.
3. **Adjournment**

Chris Barker motioned to adjourn at 1:32 pm. Meeting adjourned.

The next meeting will be Friday, October 15, 2021 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns