Assessment Committee Meeting Minutes

Friday, October 15, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:04 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. Guests: Wesley Adams, Leesa Cox and Allyson McCune attended the meeting during the PAR, CWO and PFSS review and left after that portion of the meeting.
3. **Minutes**

There was not enough time to review and approve the Minutes from the October 1st meeting. A re-wording suggestion was shared by a committee member. Member was asked to send to Amy for edits and a revised copy of the minutes will be emailed to the committee.

1. **Meet with New Program Directors to discuss what a PAR, CWO and PFSS are and what we need from them for November –** Guests present: Wesley Adams, Program Coordinator of Engineering Technology and Industrial Technology; Allyson McCune, PTA Program Director and Leesa Cox, Assistant Dean of Health Sciences. Introductions were given by guests and from the committee members.

Justin shared an overview of Assessment by providing a PowerPoint presentation and shared other information as well. Highlights of the discussion are included below:

Assessment is a quality improvement piece which is required by HLC -- need to know how individual programs fit into the College Wide Outcomes.

PAR (Program Assessment Report) - is a document for identifying successful practices and finding places to improve upon within a Program. It is for the individual program to find out what it does well and what challenges there are. Without documentation and statistics, it is difficult to demonstrate why changes need to be made. It is to give the opportunity on how to talk with accreditors and advisory boards. Many programs will have a specific outline. The PAR is asking whether the student really learned the material. It is an aid for faculty to design and to assess material.

CWO – College-wide outcomes are skills that every College student should have at graduation regardless of Program.

* Oral Communication
* Critical Thinking
* Information Literacy
* Intercultural Knowledge and Competence
* Quantitative Literacy
* Written Communication

PFSS (Professional Skills/Soft Skills) – See chart below. Growth Mindset was also discussed, not included on the list.

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| --- | --- |
| NCSC Current Soft Skills |   |
| **Skill** | **Definition** |
| 1. Self-motivation  | being driven to achieve without needing pressure from others |
| 2. Timeliness | being responsive to time and commitments |
| 3. Lifelong learning | using both formal and informal learning opportunities throughout one’s life |
| 4. Professional appearance | adhering to the standard of dress for the profession  |
| 5. Reflective listening | seeking to understand a speaker's idea, by restating it  |
| 6. Conflict resolution | working together to settle a dispute  |
| 7. Teamwork | working cooperatively  |
| 8. Integrity | exhibiting professional ethics |
| 9. Persistence and resilience  | continuing in a course of action in spite of opposition |
| 10. Initiative | beginning and accomplishing tasks independently |
| 11. Reliability | attaining a consistently high quality of performance  |
| 12. Attitude | projecting one’s emotions in a professional manner |

These are the three parts to the task document. TASK is the total assessment of student knowledge.

To find previous reports for program reviews, guests were encouraged to go to the Assessment Committee which is listed under the Faculty/Staff tab on the NCSC website. Reports are also housed under the Assessment Canvas course. Contact Gina or Justin if unable to locate a report. There was an issue with some of the links not working on the website. Gina will look into that.

Justin shared PTA PARs 2019-2020 which was pulled from Canvas and explained the report in more detail. Assessing program or student learning outcomes in a program can be different for each program and they don’t necessarily need to have more than 1 goal. The Assessment Committee is not asking for reports to be re-built from scratch. Right now, there is not a big window of time to make changes. When coming in for Review, Assessment always asks why. It’s not to be antagonistic, but for clarity. Faculty need to be ready if HLC would be here and Assessment is here to prepare them.

CWO – BIT’s report was reviewed. Gina explained the charts in more detail. The first 6 charts represent students taking any classes, and they are students with a designation of the program’s major and these charts show how students are doing in those specific classes. The second set of 6 charts show how the assessments are going in the program’s specific classes. When Gina sends current CWO for this year to faculty, she has her comments included in the section entitled Academic Services Notes. These are her thoughts on what she’s seeing on the reports. Sometimes adjunct faculty are not deploying rubrics correctly and not selecting the correct button which effects the data. Gina will ask questions and faculty are to respond directly in the document only in the area where it allows comments. The rest of the document is locked down. Gina recommended expanding rubrics and doing a multiple launch of rubrics from 1st to 2nd year. PTA has one rubric in every class and they would like to expand that further. For Human Services they used to just look at the last practicum class. Last year after doing PAR, they decided to also do a first year directed practicum rotation and second year last rotation so there was a comparison between the students’ first rotation and last rotation in the field. Assessment is a process. The first phase has been focused more on the mechanics of matching courses. It is now expanding into more depth.

Gina shared her screen in Curriculog and that is where Assessments will be housed in the future. Currently, the Canvas site and the website is the place to go for reviewing previous assessments and how to videos.

Guests were asked to share any questions before they left the meeting and were encouraged to contact Assessment Committee with any other questions.

Committee Discussion about presentation:

Justin apologized to the committee if they felt a little less prepared for the presentation. He took the initiative and came up with the PowerPoint presentation and other items discussed with guests. Howard thought it was helpful and Gina recommended for the next meeting to share the Assessment Handbook as it has a lot of information. Justin shared his screen about *Questions to ask when reviewing program assessment reports* and said he can post this on the Assessment site. One of the committee member shared concerns that not all faculty are aware of the rubrics and may not be doing them in their courses. The suggestion was made that this item needs to be listed on the mentoring form for new faculty to ensure assessments are used with the program as detailed by the program coordinator. Gina suggested to have the faculty mentor meet with adjunct or new faculty to review all of the details of assessment

1. **Revisit: What is our role in the 8-week course conversion plan?** – no time in the meeting to discuss.
2. **Revisit: Assessing our Assessment. When was the last time we asked, “Is this working for you (those areas we serve)?”** – no time in the meeting to discuss.

1. **Items for Next Meeting’s Agenda**
* When it comes to the AA transfer degrees, who is deciding those outcomes and are the outcomes the same across all the AA degrees? It was recommended that the committee search for the word transfer in previous minutes to see if there is something definitive in place.
* One of the committee members mentioned some re-wording to the 10/1 minutes and was asked to get edits to Amy. There was not enough time to fully review the 10/1/21 minutes so they will be re-sent to the committee via email for approval.
* Reminder about Assessment minutes – the only faculty name to be included in the minutes is Justin’s.
1. **Adjournment**

Meeting adjourned at 1:30 pm.

The next meeting will be Friday, November 5, 2021 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns