Assessment Committee Meeting Minutes

Friday, November 19, 2021

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:09 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, out sick~~, ~~Barb Keener~~, ~~Kimberly Lybarger~~, ~~Alicia~~ ~~Camak~~, Amy Burns.
3. **Minutes**

Minutes from the following meetings were reviewed:

October 1st minutes were accepted as presented.

Motion to approve: 1st: Justin Tickhill, 2nd: Gina Kamwithi

October 15th and November 5th minutes - Gina sent minor changes for both of these sets of minutes to Amy and they were accepted by the committee with her changes.

Motion to approve: 1st: Justin Tickhill, 2nd: Christine Lynch and Chris Barker

Chair reminded committee members that minutes will be approved through email from now on. Committee members were asked to review them prior to the meeting and let him know if minutes are OK or if changes need to be made. Committee members need to respond to the email on whether or not they have changes. Send back to Chair with approve or disapprove. Reminder was given that faculty names are not to be mentioned in the minutes - only list committee member, chair or admin.

1. **Review of presentation from the last two meetings. What to keep and what to drop?** – no time in the meeting to discuss.
2. **Revisit: What is our role in the 8-week course conversion plan?** – There was discussion that during the 8-week course conversion, faculty be made aware that this would also be a good time to review PAR and CWO and to make any updates they feel need to be made in their particular courses. Kelly reported that Toni did the first faculty workshop for 8-week courses yesterday. Faculty will be presenting the courses to the deans/assistant deans. A Committee member shared a reminder that when setting up courses, make sure rubrics are attached to proper assignments in Canvas courses and that adjuncts are made aware.
3. **Revisit: Assessing our Assessment. When was the last time we asked, “Is this working for you (those areas we serve)?” Gina and Program Review** – Had a great program review today, not much focus on assessment but on curriculum.
4. **TASK document -- added to today’s meeting agenda.** The question was raised on how faculty are to turn in their TASK documents. Program Coordinators are assigned drop boxes in Canvas. Gina rebuilt the Drop Box for this year’s reports and faculty will be directed to submit their reports there. Chair also listed the folder in the Faculty Tools section in Canvas. Chair and Gina will share instructions with faculty about submitting their TASK document and will give reminder about the deadline.

Gina shared with the committee about a computer error she was just made aware of in the past couple of days that occurred this year on CWOs (last 6 charts). She wanted to come before the committee first prior to communicating with faculty. During the beginning of spring semester there was a system integration made with Colleague into Canvas. It was discovered that anywhere in Colleague where courses were not assigned accurately, they ended up being assigned the root (NCSC) account. 300 scores from Spring 2021 ended up not being listed to their correct course account and went to the root account. Gina will be working diligently with Sheila Campbell to resolve this problem.

A committee member asked on whether the course numbers could also be included in the CWO report. Gina said that can be included and was shared last year with faculty to let her know and she would pull out that information for them. Committee member requested that be added to this year’s report and be re-sent to her.

After much discussion among the committee, it was decided to extend the due date for the TASK report to February 1, 2022. Chair will be sending an email to faculty today providing the new deadline date and explaining the computer error along with additional information. If some of the faculty reports are already completed, they will be welcomed to submit them. The extended deadline will also allow Gina time to re-run the reports and submit the CWO data 2nd set of 6 charts with the missing Spring 2021 data to the faculty members (to be done before the holiday break).

1. **Adjournment**

Meeting was adjourned at 1:31 pm by Justin Tickhill, seconded by Christine Lynch.

The next meeting will be Friday, February 4th, 2021 via Zoom 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns