Assessment Committee Meeting Minutes

Friday, April 1, 2022

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. Guest in attendance was Steve Haynes.
3. **Welcome our guest: Steve Haynes for Review of TASK** – Steve Haynes is the Assistant Dean of Liberal Arts. Chair welcomed guest and explained the roles of the committee. Chair reviewed the 3 different areas of the TASK: PARS – what is happening in particular program, CWO – college-wide skills in general and PFSS – list of important skills and abilities of student so they will be prepared in the work place.

**Review of PARS:**

Chair and Lead PARS Reviewer asked if there was anything Steve would like to share when completing his various program reports. Steve said the reports he completed were for the smaller programs and are the programs he oversees. The biggest issue he had was the lack of data and it was difficult to make any justifiable conclusions on the data received. It makes it difficult to really know what’s going on in these programs. Admin agreed that there is not much to work with and wondered if there is another way to get this data for smaller programs to meet HLC requirements. She noted several thoughtful comments within his reports, but agreed there is not a lot to work with. In 2018, HLC noted that going forward, if there are 10 or less students in a program, there needs to be an assessment done. Steve is hopeful to have more data to work with going forward with the education program as there has been growth in the past year.

Associate of Arts in Communications Major

Steve stated there is no change to the goals for this program, relied on knowledge of faculty who taught these courses who recently retired. Lead PARS reviewer recommended for future when including information about assessment in the PARS documents to include the course name along with course code and include who assessed the course (adjunct or faculty). For next year, look at primary objective of the courses and be more specific. Steve stated the program has been unofficially suspended, teaching out two students that are in it – will do independent study. Steve and Dean will be looking at how to reimagine re-boot program in the coming year.

Dean stated there are 2 students in this program currently, no applicants for fall, and no full-time communications faculty. They rely heavily on adjuncts. There needs to be discussion on whether it is viable to sustain this program. It needs to be a wider conversation on what we do with this degree. We need to think of how employable this degree is currently for students. It’s difficult to find the right people with the credentials to teach this program. The program needs to be updated and include the digital arts. Steve recently identified a new adjunct for the COMM degree and has brought some positivity to this program. Dean stated their division relies heavily on their adjunct faculty and a big portion of Steve’s role is hiring new adjuncts and he praised him for the good work he does in this area.

Associate of Arts in Education – Dean stated there are currently 36 students enrolled for fall in the program. Steve and Dean both shared they have seen a lot of growth this year and will have more significant data on this soon. They have 3 very qualified adjunct faculty who are very committed to this degree. The goals have been changed within the last couple of years. Lead PARS Reviewer had a question on the last goal which is an audit of transcripts upon graduation and wanted to know if this is an accurate measurement on whether the goal is being met. Dean stated this is a specific issue with education majors, because at the end of the bachelor’s degree program, the student is licensed. There is a set of tagged courses that are required for licensure and licensure candidacy when moving on to Bachelor’s degree. These tagged classes are a necessary part of assessment in the education program. Dean stated they will be revisiting the program and will review program assessment at the same time with their education partners at the career centers and building the bilateral agreements with education.

They do want to bring more students from Career Centers and send them on to transfer schools. Chair asked whether they had an advisory board. Dean said he recently met with Ashland County West Holmes Education Instructor who chairs Education Instructors from other Career Centers. She will be a part of the advisory board. Also included will be AU Chair of Licensure Department, Education Faculty member at OSU-Mansfield, and Dean has had a conversation with a faculty member at Tiffin University. Board members to consist of NC State group, career center group, and the transfer school group to ensure the right courses are being taught in education. Lead PARS Reviewer and admin recommended for future to be a little more specific on the verbiage in their PARS documents.

Associate Arts in Liberal Arts

No data for program students. Dean and Admin have been meeting and have been discussing this and have wondered if some of these students are being listed in other programs, as these courses are really the framework for a lot of their other degrees. Admin stated if rubrics were put in Canvas this could help. Admin said these students are being assessed, just done a different way. She would like to look at better ways to show this data. Question raised on how to provide more data to these programs.

Associate Arts in Pre-Mortuary Science is a smaller program and there is not as much data collection. The program is designed for students who are planning to transfer to a four-year bachelor’s degree program in Mortuary Science. There have been conversations about how to grow this program and how to meet the needs of the local community. The Dean had a recent meeting with the Director of Snyder Funeral Homes and found out there is a huge job need. Students can transfer to Cincinnati College of Mortuary Science and Wayne State. Chief Academic Officer mentioned that the Pre-Mortuary Science is one of the programs listed on low enrollment on the report she received from the state last week. A report will be due to them later in the summer.

Chair mentioned that for PFSS, the best route is for students to do practicum. This is a good place to measure their soft skills. Question was raised by PFSS Reviewer on whether the education degree offers a practicum. Currently, they do not have a field course (student teaching). They do not have a basic intro to literacy course, needs to be discussed. Dean stated the Career Center students have a good field experience, a lot of them work in day cares or pre-schools. Question raised on how to give credit to these students for their practical work. The real practical experience is invaluable. With the Ohio Department of Education, there is a difference between field experience and internship (aka student teaching).

At a four-year college, students do observations. Dean would like to see a conversation for our students to have an observation experience, tutoring at NC State and other schools, Child Development Center. Lead PARS Reviewer mentioned there are a lot of after school programs and community-based programs students would be able to have some experience. It was noted, there are a lot of similarities with Human Services, Criminal Justice, Education and Health Sciences as they deal with social things. There is definitely a benefit to onsite experience.

Chair thanked Steve for coming and Steve thanked all for the great conversation, and he looks forward to getting more data in the future. He was encouraged if he had any questions, to reach out to the committee.

1. **Minutes**

February 18, 2022 Minutes were reviewed and accepted with minor changes noted.

Motion to approve: 1st: Christine, 2nd: Vickie

March 4, 2022 minutes: Minutes were reviewed and accepted as presented.

Motion to approve: 1st: Vickie, 2nd: Christine

1. **Other –** Admin made a general comment to member that she feels her role will greatly increase in area of student internships and in the future, and there will be a lot more that will be brought back to assessment.

Chair will invite another guest (TBA) for review of their TASK at the next meeting.

1. **Adjournment**

Meeting was adjourned by Chair at 1:22 pm.

Respectfully submitted,

Amy E. Burns, Recorder