Assessment Committee Meeting Minutes

Friday, September 2, 2022

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:05 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, Wesley Adams, Barb Keener, Kimberly Lybarger, Alicia Camak, Allyson McCune, Amy Burns
3. **Minutes**

May 6, 2022 Minutes were reviewed with minor changes noted.

Motion to move that minutes were reviewed: Christine Lynch. Chair will email the updated minutes out to all members to get a final approval. In reflection of these minutes and the conversation that ensued regarding rubrics, the Chair will be sending out an email (first to be reviewed by CAO) to all faculty and adjuncts which will provide a review of how to deploy CWO rubrics.

1. **Welcome new members and discuss meeting format, participant roles and expectations** – Chair welcomed new members to the Assessment Committee. He explained that assessment helps programs be the best they can be. It is not punitive. It is making sure the students are where they need to be when they graduate. Every generation has a different way of learning as the environment changes and we must adapt to that. It is about helping people grow and helping programs grow.
2. **Assessing our Assessment. Review old PowerPoint and discuss directions for future**

Chair explained the various roles of Assessment:

* 1. PAR (Program Assessment Report). Christine Lynch is the Lead PARS Reviewer. PAR is a document for identifying successful practices and finding places to improve upon within a particular program. This document assists faculty to leverage change within the College, Department or Program by indicating successful practices and points where students need additional assistance. Without documentation and statistics, it is difficult to demonstrate why changes (or no changes) need to take place. Program Director, faculty, advising board and accrediting agency determine the program outcomes. It is very specific information about the program. There is to be a minimum of 4 and maximum of 12 program outcomes.
  2. CWO is College Wide Outcome. Chair is the Lead CWO Reviewer. There are 6 CWOs that all college graduates should have. They are:

1) Oral Communication

2) Critical Thinking

3) Information Literacy

4) Intercultural Knowledge and Competence

5) Quantitative Literacy

6) Written Communication

We use rubrics to make sure CWOs are balanced across the college. ALO stated that you cannot get assessment out of grades. Each can be part of grade in test and project, testing multiple things. The student may be lacking in one of the skills in the assignment.

1. Co-Curricular Materials. Lead Reviewer is open.
2. PFSS is Professional Soft Skills. The Lead Reviewer is open. These are skills that the student will need after graduation. There are several, but there is no requirement that a certain amount be included in course. The title and definition are very important for these skills. Accrediting bodies will have specific skills they are looking for.
3. Master of Assessment Course is the Chair. Anything that needs updated for this Canvas course which is designed to be of help for faculty goes through the Chair.
4. Chair opened up a time for any questions from new members. One member asked if she could be involved in ACUE training this year. CAO said they wanted to provide her more time to work on CAPTE and the PTA program and she will be on the list for ACUE next year. Chair said any questions the member had, he would be glad to be a contact.
5. So new members get familiar with the Assessment committee and how the process typically goes, the next couple of meetings they were asked to do a review of their program/department. At these program reviews, this gives new members some experience prior to next semester when new reports are presented. PTA PARS will be reviewed at the next meeting. Member will be glad for the review as they have completely updated and changed the program and will need assistance with that. The other Member will be doing a review on Manufacturing. He is not the Program Coordinator. He was encouraged to reach out to Manufacturing contacts for their input. Suggestion given to Member to bring another faculty member along for that review. Member has assisted with others for a PARS report but has not done one himself. After these meetings, new members are to see where they feel comfortable as being a reviewer. In October, Assessment will assist newer faculty with their reports.
6. **Adjournment**

Chair adjourned the meeting at 1:00 pm.

1. **Next Meeting: Friday, September 16, 2022 – PTA PARS will be reviewed.**

Respectfully submitted by Amy E. Burns, Recorder