Assessment Committee Meeting Minutes

Friday, October 7, 2022

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

September 16, 2022 Minutes – reviewed and accepted as presented.

Motion to approve: 1st: Christine Lynch, 2nd: Wesley Adams

1. **Assessment Process of CWOs and Rubrics Discussion**

Prior to the meeting, there was discussion among members regarding rubrics and CWOs and how they are being deployed and how some faculty do not realize they have a rubric in their course. New faculty need to understand deploying a rubric in class before branching out into adding new rubrics. Once they are comfortable with the existing rubric, they can be informed if they would like a different assessment.

ALO – The college has identified CWOs that all students should have, and these are listed on the syllabi of every program. Each program hits one of the CWOS at least one time in their program. Even though these rubrics are in Canvas, new faculty and not everyone knows how to deploy these rubrics and fine tune assignments. There are other rubrics and ways of assessing written communication.

Chair asked ALO if Canvas assignments are shared with HLC. The response was yes, they can have access in Canvas and she does as well. CWOs need to be shared with new faculty, at least one hour to review with them. CAO said that since the pandemic, we have stepped back from importance of assessment. It is time to charge ahead, and for faculty to understand the reason to gather this important information. Our role is to help them improve the process. Let’s help faculty document what they’re already doing.

Dean of Liberal Arts shared at another institution’s last accreditation, they were identified as having a lack of an assessment system. They had a functional system and were doing some things, but the few employees who were running the tools retired. Newer Faculty dismantled and built own vision of assessment system. For a college prospective, it takes longer to build something than destroy it. Lesson taken away is don’t destroy before building something new. ALO stated that in 2014 they destroyed old Assessment system and kept it simple and worked with the strengths of the committee. Within 2 years, system was presented to HLC. ALO was very involved with the design and wants the system to get better. She shared with members that they can access the K drive assessment files from 2003 if they wish.

Member recommended to have training with new adjuncts when they are first hired and communicate with them about assessment. CAO stated that is covered at the general meeting in the fall and the expectation is for Adjuncts to attend that meeting and 2 others in the year.

One member creates and shares a brief Zoom video with instructions with her adjuncts on the CWOs and how they’re attached to the assignment. CWO Information Literacy may be adjusted so it is easier in rubric. She understands why we may want to re-work. One way to make sure you know if Adjunct sees the material is to make the video as an On-demand Zoom.

Member said he does not have adjuncts in Physics. He did have one the first semester, but there are not that many classes. He is now the Course Coordinator in that position and has gotten a small amount of training. He has spoken to another faculty member in his division and that was all. He currently does not feel knowledgeable enough in the assessment area to share info with a new person. He recommended that there be a college-wide meeting for all Course Coordinators (CC) and Program Directors (PD).

Chair asked with the placement of rubrics, how much discussion is shared with new PDs and CCs so they know how many there are and where they are. The PAR review would be a good time to show faculty where the CWOs are. Member said it would be really helpful to have a detailed list of who to contact for data. ALO has offered for faculty to see her directly. There is systematic training but nothing specific for PDs and CCs. CAO shared that in Health Sciences division, these faculty meet 1-2 times per semester and this has helped. There are specific requirements these health programs have to do for their accreditation.

It was discussed that it would be beneficial to have college-wide CC and PD meeting. New members said this would be very helpful. Member said it would be really helpful to have a list of who to contact when needing data for various reports. CAO stated that faculty member needs to go through their Dean to work with IT for the data as report may be run annually and added for future use.

Summary of Discussion by Chair:

Members brainstormed some ways for better communicating CWOs and to have meetings with CCs and PDs college-wide each semester. Assessment Committee will plan to do a training on CWO at the February Faculty In-Service. They can show good student submission and bad student submission, remind faculty about assessment tools and provide guidelines and information for succession to the next faculty member.

1. **Review of the Visual Communication Media Technology Program (VCMT) PARS Report with Wesley Adams** Report was sent to members prior to the meeting and reviewed during the meeting. Chair stated Assessment Committee likes to see the comments in the PARS. Chair talked about outcomes and more specifically that students be prepared for a job interview. CAO shared that they used to hold mock interviews with nursing students where local administrators would do an “interview” with the student. This was done as on a volunteer basis and comments were then shared with the whole class. CAO feels that all students have opportunity to do this outcome at the College Job Fair. ALO stated that this CWO outcome is covered in assessment as Co-Curriculars are reviewed in spring assessment meeting and are included in the HLC report. Member stated she does not find a placement for student’s internship. This is part of skill for student to go through that process. She finds it important for student to do a lot of the processes. If student has problems getting into an agency, she will assist. Students have learned they cannot wait until the last minute to get their site. This is a skill they will need when they get a job. Member shared that for a VCMT student, the interview is more about personal skills than themselves. He is not so concerned about the VCMT program in general but needs more info on manufacturing. Chair can look at historical data and share that with him.

Member brought up that when reviewing PARS it may be helpful to add a column that indicates the delivery method of the course. Motion made to change PARS template that includes a column called Delivery Method. That way this can also be tracked in the courses. Christine Lynch moved that this be added, 2nd: Allyson McCune. All voted in favor of this addition to the PARS. Template will be changed on the Assessment Committee website. Committee members were asked to inform their faculty so they know to use the new document.

1. **Adjournment**

Christine Lynch motioned to adjourn the meeting at 1:05 pm.

1. **Next Meeting: Friday, October 21, 2022**

Respectfully submitted by Amy E. Burns, Recorder