Assessment Committee Meeting Minutes

Friday, November 18, 2022

1. **Opening:** The Assessment Committee meeting began at 12:08 pm and was led by Dr. Gina Kamwithi and Justin Tickhill. This was not a formal meeting, but the time was used to review some of the committee members’ programs. See below. 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**

November 4, 2022 Minutes – not reviewed at this meeting. They will need to be approved and voted on at the next meeting.

1. **Open time for Programs who want assistance with their TASK documents**

The meeting today was set aside for any full-time faculty member of the college who wanted assistance with reviewing their TASK documents. The meeting time was left open from 12-1 pm.

No faculty, other than members of the committee joined the meeting. So, the committee took the time and discussed TASK documents for members’ programs: Social Services, MTOM and PTA. One member recently had a program review and she shared her site supervisor mid-term eval. and wanted to make sure that data could be pulled for the PFSS rubrics for this assignment in her course. She mentioned that a final eval is also done in this course.

Academic Services Director (ASD) asked a member if he had found learning outcomes from the previous faculty member who is no longer with the college. He stated he does not have that information. ASD explained that all of the course outcomes are listed under degrees and certificates on the college website. She shared her screen for the 1 PARS report for MTOM that she had for the 2014-2015 academic year. She did not receive other PARS from previous faculty. She suggested to member that when he turns in his PARS to state that not much access was given to previous data.

Member shared her PARS report on the PTA program and there was discussion about various items on the report. ASD stated that you can have a rubric in your course and not deploy it. She shared in Canvas how to pull rubrics and put them into course assignments, and she also reviewed Commons. Chair shared his Canvas courses and how they are displayed. The opening page for each course provides a good visual for students and it’s very clear to them what the class is and the timeframe for the class along with other information.

1. **Adjournment**

Chair adjourned the meeting at 1:20 pm.

1. **Next Meeting: Friday, December 2, 2022**

Respectfully submitted by Amy E. Burns, Recorder