Assessment Committee Meeting Minutes

Friday, November 4, 2022

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:03 pm by Dr. Gina Kamwithi. 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**

October 21, 2022 Minutes – reviewed and accepted as amended by Chair.

Motion to approve: 1st: Wesley Adams, 2nd: Allyson McCune

1. **Plan training for CWO reviews and PAR ‘schematics’**

Conversation began by Academic Services Director (ASD) and CAO. CAO stated since the combined division meetings for February and March are already scheduled as Zoom, in case of inclement weather, April could be when Assessment Committee would have time to provide training for full-time faculty. There was discussion on what is most effective, in-person or online. All agreed that it be best to do in-person and to hold the training in April to share more about CWO and PARs. ASD shared that this year, full-time faculty members’ task in relation to CWO is to document how these are displayed in their syllabi. She sent an email out recently to them about what they need to complete. She was disappointed that only 15 faculty opened her email. It was discovered some had difficulty opening the attachment. Dean of Liberal Arts shared that any email he receives from ASD gets forwarded on to Liberal Arts Full-Time Faculty and Adjuncts. ASD envisions this meeting to encourage conversation among program coordinators, full-time faculty and adjuncts so they know how to do the rubric or how to deploy it.

CAO said a benefit of in-person is that several in the committee can be more one-on-one with faculty. ASD said that faculty may not have access to get into Canvas Section of some faculty members’ courses. This would apply to Adjunct faculty who are no longer teaching or full-time faculty who have retired. The best thing to do in this instance is to say there is no access to that information. She would like to see all of the Course Coordinators communicate better with Adjuncts. ASD has a matrix that shows what course CWOs are deployed in and can show where rubric comes up in class and can show that to faculty if needed. The idea of this meeting is to get knowledge from others. We want to do broad training and go more into specifics.

**Quick Outline for CWO training and PAR schematic** – plan for a total of 45 minutes at the combined Division meeting in April. This will allow the last 15 minutes for Dr. Diab.

Chair will ask for assistance at the March combined Division meeting from faculty who have worked with CWOs and know where they are deployed in their courses. He wants faculty to look at some of the adjunct courses if capable to see if CWOs are deployed. Suggestions were given to do either a Survey Monkey or Chat poll with Faculty at the March Zoom meeting. Questions asked will be: Can you help? Have these worked? Do you know where they are deployed?

**Outline for April Meeting**

10-minute intro

What is a CWO?

Have they been deployed for you/where?

5-minute of how

20-30 minutes

Try it yourself in an old class or show us where you have done it with break-out groups.

Level 2 – PAR Schematic – working towards mastery

The faculty bring their PAR and can write in with red pen: where do you establish, develop, master.

Program outcomes connect to course outcomes. CAO – faculty who have strong level of experience with these areas can help assist with Assessment training in April. With so many new faculty in the last 2 years, it would be helpful to have senior level faculty share their experience. It’s good to work with other divisions. She would like to see this continue to build. Member agreed that small groups and one-on-on keeps people accountable and can be easier for people to share instead of a larger setting where it can be more intimidating.

1. **Other –** Chair recommended sending an open invitation to full-time faculty to the November 18th Assessment meeting. The purpose of the meeting is to assist any faculty who need assistance with the development of their CWO, PARs, and PFSS documents (collectively called the TASK documents). This meeting is to help those who may have confusion, frustration, or questions on how to write, develop or interpret their document. Committee members agreed this would be a great thing to do at the next meeting. Chair reviewed wording of his email with Committee and will ask that the CAO’s assistant email his message on to full-time faculty.

Member asked how often PARs is done. ASD said it is done annually for each program of the college, and newer faculty can get confused about the timeframe for the data of CWO and PARS. When throwing summer programs in as well, it can be confusing.

Dean of Liberal Arts shared a good reminder to the Committee about HLC and Assessment. The journey is important as well. It’s not just about the document that is produced at the end. All is reviewed. Also, by inviting an open meeting to faculty to talk about their CWOs, etc. is a very good to do and it shows we are a support to them. CAO said this sets a good tone with the faculty as well.

1. **Adjournment**

Chair adjourned the meeting at 1:00 pm.

1. **Next Meeting: Friday, November 18, 2022**

Respectfully submitted by Amy E. Burns, Recorder