Assessment Committee Meeting Minutes

Friday, December 2, 2022

1. **Opening:** The Assessment Committee meeting was called to order at 12:02 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**

The Committee was not ready to approve the last 2 sets of minutes from November 4, 2022 and November 18, 2022.

After the meeting today, Amy emailed each set of minutes to the committee and asked for their approval and reply, and minutes will be approved via email.

1. **Discuss TASK turn in rates and target Programs that need additional support**

Member asked where to find Soft Skills for the PTA program. Chair referred her to the Assessment 4010 Canvas Course and shared where this document was located within the course. He said that these skills would be covered as required by CAPTE and information from there can be copied into the college document. The Chair shared the document that the RN Program Director uses for their soft skills, and it is the same information from what is used for their accreditation report.

Chair shared on his screen from the Canvas Assessment course the faculty who submitted their TASK reports and asked that members of the committee reach out to faculty in their building if they see that more info is needed. For example, if a faculty member needs to submit their CWO report, members were asked to reach out to faculty directly. Chair made comments within the Assessment course for faculty who needed further contact.

Member stated that he was not able to locate data for his programs. Dean of Liberal Arts stated the college could be found accountable if there was no background information. Faculty member taking over the program would not be held responsible. Member was asked by Chair to state the fact that he did not have data to show for CWOs, etc.

Dean of Liberal Arts stated that they will be starting a new program and will not be able to do assessment on it until the first class has graduated. Member said they are changing several things in the PTA program - curriculum, content and how students are being assessed, going to 8-week classes. She had some confusion on doing her PARS report for this year. She was encouraged to make sure the language matches what is presented to the accrediting agency. Chair said to member if she wanted to make modifications to the PARS document, she was welcome to do so. Some of the specifics that she shared with the committee will be addressed with the Program Review Committee. Assessment looks more at the big picture.

Dean of Liberal Arts mentioned that at other institutions, external accreditation reports can be substituted for college documents. This would not work for CWO, but could for PARS. The overall plan for PARS is making sure learning outcomes are happening with students. Challenge with accreditation reports, big goals are put into smaller areas. Chair stated that is OK for member to copy/paste data from CAPTE report to the PARS report.

One member was not seeing her TASK reports in Canvas. Role must have been changed on backend; Chair fixed it for next year. Member will re-submit her reports.

Member asked if there were brief tutorials for Assessment Reports for new faculty members. Chair has started that, but there is not enough time to do, may need to be included in professional development. Chair stated that all faculty members are invited to the Canvas course.

Dean of Liberal Arts asked if assessment information on Canvas is backed up. Chair and ASD do a back-up on a network drive and their personal computer along with an external hard drive. Dean suggested to have a conversation with the Director of IT to make sure data is backed up, so, if something happened to Canvas, the data could be recovered. He suggested to give the IT Director one month to review Canvas course to look at data security and recovery issues. It was recommended to get him on the agenda for a future meeting to meet with the Assessment Committee to discuss this.

Chair stated that next semester, Assessment Committee will be doing PARS review with faculty. He wished all a happy holiday season and to enjoy their break.

1. **Adjournment**

Chair adjourned the meeting at 1:00 pm.

1. **Next Meeting: Friday, February 2, 2023**

Respectfully submitted by Amy E. Burns, Recorder