Assessment Committee Meeting Minutes

Friday, February 3, 2023

1. **Opening:** The Assessment Committee meeting was called to order at 12:04 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**

November 4, 2022 – reviewed and accepted as presented.

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

November 18, 2022 – reviewed and accepted as presented.

Motion to approve: 1st: Christine Lynch, 2nd: Allyson McCune

December 2, 2022 – reviewed and accepted as presented.

Motion to approve: 1st: Christine Lynch, 2nd: Allyson McCune

1. **Decide on TASK reviews for this semester** – There was discussion among the committee members on who would be best to invite to present their TASK review this semester. CAO recommended asking new Program Directors. Michele Slattery was recommended to have a review as some of the courses have changed to 8 weeks. Mike Beebe, program coordinator of engineering was recommended to come through. He met with the committee a couple of years ago. There were some gaps, and more data was needed with the program. This would help with accreditation.

Member suggested inviting faculty who are due for Program Review in the fall of 2023 to present their TASK. Her program does not need to come through, feel free to invite others. Chair pulled up a calendar on the curriculum website. After reviewing, CAO recommended checking with Dan Wagner and Sara Rollo to make sure it was accurate as Assessment was using that as a reference. CAO stated that some of the programs were postponed for review and Assessment needs to know if they were completed. Chair sent an email to both Sara Rollo and Dan Wagner asking if calendar is accurate as the committee is using it to assist groups going through program review by working with them on their Assessment data (TASK). The committee agreed that invitations be sent to the following to present their TASK review (pending that calendar is accurate): Criminal Justice, Social and Behavioral Science, Engineering, Radiology and Physical Therapy Assistant. Manufacturing was also included as a possibility. Any changes to the list will be communicated by the Chair to the Committee.

1. **Review the proposal for a better support system with IT and Canvas for Assessment resources –** Chair and Dean of Liberal Arts had a discussion at the previous meeting about this. Since the Dean was absent at today’s meeting, this item was tabled until the next meeting.
2. **Other** Member stated at the division meeting yesterday Liberal Arts Assistant Dean mentioned that he would like to see more data for their courses. Member informed him there is a lot of data on the courses. She wasn’t quite sure what was being requested. The data may already be there, just not pulled over correctly. When data is requested, member questioned how Assessment Committee was to be involved. Chair said Assessment is the overseer and recommended that when Dean returns, to set up a meeting with himself, Dean and Assistant Dean and member to discuss further. Chair shared some of the responsibility falls with the course coordinator and program director and not every Canvas course can pull the data. All divisions should be able to have the same type of data.

Other member would like to see more pre-PHTA data. Chair has a lot of data he can share with member on his courses, and he will set a time for them to meet to see where some of the gaps are for these students.

1. **Adjournment**

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

1. **Next Meeting: Friday, February 17, 2023**

Respectfully submitted by Amy E. Burns, Recorder