Assessment Committee Meeting Minutes

Friday, October 20, 2023

1. **Opening:** The Assessment Committee meeting was called to order at 12:00 pm by Justin Tickhill. The meeting was held online via Zoom.
2. **Present:** Dr. Gina Rossi-Kamwithi, Justin Tickhill, ~~Dr. Kelly Gray~~, Dr. Steve Haynes, Amy Burns, Wesley Adams, Kelly Cominsky, ~~Thomas Shields~~, Special Guest: Mrs. Melinda Roepke, Nursing Programs Administrator (NPA), ~~Barb Keener~~, ~~Kimberly Lybarger~~
3. **TASK Review for the RN Program for the 2021-2022 Academic Year** - Chair welcomed Melinda Roepke, Nursing Programs Administrator (NPA). He provided an overview of what a typical review looks like for a faculty member when they provide their analyses to Assessment Committee. The purpose is to assist new committee members get a better idea of how the process goes. Since Kelly Cominsky is a Nursing Faculty member and new to the committee, this particular meeting will help her in gaining more knowledge about the process and program that she is a part of. Chair provided a brief review of PARS, CWOs and PFSS and shared a PowerPoint presentation explaining these various reports which constitutes the TASK. All of these would be discussed during the review. Chair stated that Nursing does a great job in providing data for the various reports. A common question that is asked at reviews to the faculty member presenting is do the comments they provided speak to improvements or changes, and what planning is going into these? Do they need any assistance from an assessment standpoint? At the end of the English PARS Review 1 month ago, they had an outline for how to update program outcomes and that can be shared.

Professional Soft Skills (PFSS) – Chair stated nursing program has one of the best in the college because there are so many points they have to do to meet their accreditation. Nursing provides a lot of wonderful data on this.

Chair shared his screen on College-Wide Outcomes (CWOs) with members and said that the nursing program achieved all CWOs on its own within the program. NPA confirmed that and Chair said that is rare to see in the college. NPA stated that ACEN (accrediting body) expects this. It helps them in two ways – ACEN and the College. ACEN is their accrediting body from Atlanta. We had our visit in 2019 and were given 8 years accreditation, which is the maximum amount. Their standards just changed in 2023, so nursing department is looking to revise several things related to their new standards.

NPA said one of the areas they are looking at is EPSLO (end of program student learning outcomes). They want to know if the nursing program is doing what the college requires and is it tied to their 5 standards and subsets and to what we have established as end of program student learning outcomes for the Associate of Nursing degree. The Board of Nursing (BON) approval body was just here in 2020, and we received the maximum 5 years approval. They are not only looking at the pass rate for licensure exam, but they are also looking at other items for their curriculum. The CWOs help fit into that. NPA stated the Associates of Nursing (ADN) meets the requirements for both approval body (BON) and accrediting body (ACEN).

Chair’s next question was about the current curriculum revision going on with the ADN. NPA stated that the department is doing an entire curriculum revision. This entails switching all courses to 8-week format (mandated by the college). They have already established new course descriptions and course outcomes for each course. They also need to do new end of program student learning outcomes and are working with a consultant on this. These three items were finalized with the ADN Advisory Committee this week. The committee consists of ADN faculty as well as BSN faculty members. The BSN program has a separate accreditation process and NPA will be going to Atlanta next week to provide necessary documentation. NPA stated that several of the current CWOs will be changing location, may still use some of the assessment measures, but may be worded a little differently as things are being moved. The department is currently in a complete curriculum revision. At the last accreditation visit, the directive was given that curriculum had to be revised. It should have been done prior. It’s been 25 years since the last curriculum revision. NPA confirmed with Chair that restructuring the courses to an 8-week format is a college mandate.

NPA stated they are currently in the process of mapping content in their courses, which is a big process. They are looking at IRMs (introduction, reinforcement, mastering). They have started mapping content, but they now need serious discussion on moving what needs moved and determine assessment measures. The process will be going to curriculum committee, ACEN and the BON and all have to approve. NPA posed the question if Assessment would like to look at these things prior to the program going to curriculum. Chair said that Assessment now has a better checks and balances for process when pieces of TASK need updated. For PAR revisions, first speak with Dean and share proposed changes, then it would go to the Dean of Academic Services and the CAO. Program outcomes would need to be updated on the website and in the catalog. CWO changes go through curriculum committee since they are part of the syllabus. Assessment’s role will need to know where, why what happened in the process. Chair will email these steps to NPA after the meeting. She wants to make sure they fulfill all steps for the college, HLC and their accreditation.

Chair asked about A&P courses how to best structure the info and how to better connect with what nursing department is doing. BIOL 2751 is done the first semester and BIOL 2752 is the second semester. NPA said she would need to have a conversation about that once their course mapping is done. If changing things in A&P, we need to think of all health programs and what would the benefit be for them. ALO stated NPA should have received updated Nursing CWOs and PFSS from her today. ALO noted that no PFSS are showing in the data as there are no rubrics in Canvas. A lot of BIT courses have rubrics in their classes. NPA stated that the student’s clinical evaluation (11-13 pages) fulfills all the PFSS as they are included in every course. ALO shared her screen to provide an example for another course of how PFSS was displayed in timeliness, and that is how outcomes would look like by using a rubric. It is driven by what the department enters in Canvas. NPA stated that the clinical evaluation is part of the student’s permanent file and is required by the BON. It is not a clickable rubric. Chair recommended to a include separate attachment within the PARS that shows that all PFSS are addressed in all courses for nursing students.

The Nursing PARS document for 2021-2022 academic year was then discussed. NPA stated the report is completed in the order that students take their courses (RNUR 1010, RNUR 1050, RNUR 1070, etc.). She said the nursing program now has 6 end of student program learning outcomes. They tie course outcomes to end of student program outcomes. Chair questioned numbers of students, had percentages by some of the courses, but not all. NPA said that can be added for future. Chair said 100% of students meet satisfactory – complete course or take the assessment, depends on where it is in the course. ALO and Chair said, we should acknowledge some of students did not finish the course. We need to identify why a student was unsuccessful. NPA stated she meets with all students to determine why they were unsuccessful. ALO said that from an HLC perspective, they will want to see what happened to students who dropped from the program. An explanation needs to be provided, examples shared of what could be listed (life issues, course too difficult, student did not have a good relationship with faculty). If the last issue was the reason, it should be noted that the student was that way with all faculty. HLC wants to see that faculty are engaged with students and their perspective is if it is not documented, it does not exist. ALO said it is possible students may not be meeting the objective due to having outdated equipment. When that information is placed in the Assessment analysis, Assessment Committee has to show that discussions were made with the Dean, Foundation and CFO. This shows that assessment is driving the strategy, planning and budgeting.

Chair raised question on whether specific meetings should occur with Deans and the ALO regarding programs. She said it not the ALO, but the Deans should be having these discussions with their faculty. Dean of Liberal Arts asked if could share on a more philosophical vision. Assessment should be keeping the students learning in mind and not so focused on accreditation. We should be measuring how we can improve teaching in our courses. It should be the focus, and if other issues come up, assess and then deal with in another way. He referenced the PARS report for Nursing as an example. When looking at percentages of 100% of students passing after a re-write. We need to determine what is the struggle for the first time. It was great they passed on the second attempt, but issue should be identified of what was leading up to that. What could be done better the first time around. He viewed the Assessment reports as more of a program review.

ALO agreed with this, but said what can get us into problems is not having enough documentation. In August, the College was asked by the HLC Team to provide 110 additional documents, as they didn’t have documentation that assessment led to the budget. Many different views were discussed about how to approach this including that when aligning budget with assessment, should go to program review. Documentation of assessment of program needs is to be shared with Deans, which needs to be documented.

Discussion then went back to the Nursing Program PARS and the need for numbers of students related in every course. This would include re-testing, beginning numbers, testing, and end of class. NPA said if anything else was needed for assessment in nursing that they can do better to please let her know. Chair said they do one of the best jobs in the college. Chair stated as well that we need to show we are making attempts on how to help the students. Like Dean of Liberal Arts shared, how are we helping students improve. We have to know the context, but we also need to know how are we helping students who are unsuccessful in the program. Since Nursing is in the process of making new a new PARS, he suggested that instead listing comments as a heading, change the wording to context and planned adjustments. NPA said going forward she will put student numbers in every course.

1. **Minutes**

September 15, 2023 –1st: Via email, Wesley Adams motioned to accept minutes as presented. 2nd: Justin Tickhill.

1. **Next Meeting will be held Friday, November 3, 2023 –** This meeting will be an open session and PHTA and Bioscience will be attending. They may do break-out sessions for this meeting.
2. **Adjournment**

Chair adjourned meeting at 1:02 pm.

Respectfully submitted by Amy E. Burns, Recorder