Assessment Committee Meeting Minutes

Friday, November 17, 2023

1. **Opening:** There was no quorum for Assessment Committee, but the meeting was held and began at 12:02 pm online via Zoom. Chair asked, do we always need to have a quorum or can we ask for more faculty to serve on the committee? His preference would be to have more faculty on the committee. CAO said we would not be able to now as there are too many new faculty.

The main focus of the meeting was to have a discussion on the challenges that many faculty have when it comes to the assessment process. As the Chair has worked within Assessment for a long time, it has become difficult for him to see where these challenges are for each Program, Division and the college as a whole.

1. **Present:** ~~Dr. Gina Rossi-Kamwithi~~, Justin Tickhill, Dr. Kelly Gray, Dr. Steve Haynes, Thomas Shields, Amy Burns, ~~Wesley Adams,~~ ~~Kelly Cominsky,~~ ~~Barb Keener~~, ~~Kimberly Lybarger.~~
2. **Planning the future direction of the committee discussion** CAO suggested that Assessment have a brief presentation at the spring in-service, being led by Faculty Caucus. And then at Fall Convo, Assessment could offer hands-on workshops which would help to get the term off to the right start. There is a large volume of faculty who are content experts, but not in curriculum, so there is a gap in training, and they may not see the value in the whole assessment process. Workshops would help to build faculty collaboration. Member thought there would be a greater chance for more discussion in smaller groups. Liberal Arts Dean said that would be good to have consistent groups and collaboration.

CAO shared another idea to bring more awareness and knowledge of Assessment was to have faculty who serve on the Committee go back and share the committee’s directions and perspectives at their division which would help encourage ongoing conversation. Chair would like to see a conversation mix with staff members (like advisors). This would allow communication on the inner-workings of a program. CAO said to hold off on that conversation with advisors. Chair stated he would be glad to go to the different division meetings each month along with the new ALO.

Liberal Arts Dean suggested asking faculty who have turned in their best TASK report to present to faculty. CAO agreed that would be good to contact these faculty who would be willing to share and then it would be peer led. Chair agreed as well, that this would good. It builds on the strengths of faculty who have done well in this area, and they can share their strengths with the rest of the college so there is more involvement with the process. Chair asked Member if the Faculty shared their TASK, would it be different if it came from faculty vs. the Dean. Member said it would be more of a team-feel if faculty led and received more graciously than from admin. CAO suggested to continue to brainstorm on these things between now and April. Chair said the Nursing department provides the best assessment because it shows all the gaps that can be in each course and then they address them. He realizes they need this data for their accreditation as well. CAO stated the Program Director and Program Coordinator are responsible for completing the TASK, but the other faculty need to have a bigger part in the conversation. She suggested that when a Program Director presents their TASK to the committee, to also have other full-time faculty be in meeting as well. A new Liberal Arts Faculty and Member will be meeting about their TASK report which is due next week. He liked to have someone help him work on it this year. Both acknowledged they understood the how of assessment but did not have a broader understanding of the why. Liberal Arts Dean agreed completely and discussed that. Answering the why is essential for students, faculty and leaders in the division. Everyone needs to know why or if is not effective. CAO said the next step would be to survey full-time faculty, maybe adjuncts, on some of these aspects. This will help drive the content for in-service.

There has been a lot of turn-over recently. Now is the time to have a new perspective, no more focus on job loss but sticking together. Use Assessment as a building and integration piece that has value for all.

CAO recommended at the next Assessment meeting, committee members work on a survey that will be sent to full-time faculty. At the meeting they can finalize the questions that will be put on the survey. It was agreed upon to have the survey go out finals week, and then re-send the first week of classes as a reminder. Chair said that Assessment is to gage what we are doing well, and what can we do to get better which grows the faculty strengths. The goal is to help improve the process, so students have better outcomes.

The Chair stated he would send an email to all Assessment Committee members and ask for their responses prior to the December 1st meeting. Their responses will be used for questions used for the faculty survey about Assessment to be sent finals week. The new ALO can help better bridge the gap with Assessment. The goal is to build a community of support and understanding for the faculty and to plan for an extended working meeting during Fall Convo.

1. **Minutes** – reviewed and approved via email.

October 20, 2023 – 1st: Wesley Adams motioned to accept minutes as presented; 2nd: Justin Tickhill

November 3, 2023 – 1st: Wesley Adams motioned to accept minutes as presented; 2nd: Justin Tickhill

1. **Next Meeting will be held Friday, December 1, 2023.**
2. **Adjournment**

1st: Tom Shields motioned to adjourn the meeting; 2nd: Justin Tickhill. Meeting adjourned at 12:42 pm.

Respectfully submitted by Amy E. Burns, Recorder