Assessment Committee Meeting Minutes

Friday, November 3, 2023

1. **Opening:** The Assessment Committee meeting was called to order at 12:01 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, ~~Barb Keener~~, ~~Kimberly Lybarger.~~

Special Guests: Leesa Cox, Dean of Health Sciences/Interim Director of the PHTA Program; Randee Frangella, Program Director for the Respiratory Care Program; Sneha Vanga, Mechanical Engineering Technology Faculty

1. **Working support meeting for Programs as they develop their TASK reports** - ALO started the meeting by sharing her screen and discussing CWOs. She has created a video to go along with CWOs this year that will be shared with faculty. She shared the 6 charts at the bottom of the Excel document that lists the outcomes. She gave an example of the Accounting Department. They did not deploy a critical thinking rubric. Quantitative Literacy is being deployed in English 1030 which means a CWO is being covered. ALO told English Faculty member that English class is doing really well with the Quantitative Literacy. He said he would share that with the faculty. The Chair, Liberal Arts Dean and ALO met recently to discuss transitions after ALO retires. ALO has worked very hard with the background things to make it easier for faculty when they review the data and submit their TASK reports.

Sneha Vanga also attended the open meeting and asked about the various reports for Mechanical Engineering. ALO and CAO explained that the Program Director would be responsible for submitting the TASK, but faculty are encouraged to have interactions with the data and make suggestions as well. CAO recommended that we should think about having an Assessment committee member meet with the various Program Directors in their department meetings before their programs come before Assessment Committee. Chair agreed this would be good to do, depending on if there would be enough time in members’ schedules. ALO met in a separate break-out Zoom room with Sneha and reviewed the TASK reports with her.

In the second breakout room, which consisted of the rest of the attendees, Chair asked Leesa if she had all the documents she needed to do her reports. She said she did receive the new documents from the ALO for this year, but would like to re-visit the PARS that was submitted last year to make sure she understood the document correctly. With the re-write of program, 13 goals were listed, and she said that was more than before. Chair said some of those goals could be combined. He clarified that when updating the PARS for this year, only change out the columns. Assessment points/goals can be changed, but Leesa would need to meet with CAO and Dean of Academic Services. Comments can be added to the document or previous comments can be removed. Leesa said she may make changes to the various goals on her PARS report this year and will work with CAO and the Dean of Academic Services to get this accomplished.

Chair asked Randee what questions she had for the Committee. She said she did not have previous PARS that she could find from the previous Program Director. She searched on the different flash drives during the meeting, but did not find anything, but will look further when she’s back in the office next week. Chair and ALO looked in Canvas and did not find them. CAO said that items in Canvas do disappear when a faculty member leaves the college. That would be the case for these items. After doing some searching, ALO found notes that for 2021 and 2022, former Program Director did not submit a PARS for Respiratory Program.

Chair said there needs to be better practices to make sure Assessment has the necessary documents so the next person knows the history and what the process is. He said he had to know a lot of different things from the previous course coordinator in Biology before he took the position. There needs to be better transitions between Program Directors/Course Coordinators and the new faculty member coming into the position. Dean of Liberal Arts asked what the committee could do for Randee now to help her. He shared that he is more than willing to assist her in any way he can this year with her reports. Even though there is not historical data for PARS, Randee has the data from last year that she can use to work from for her PARS. Randee said the program outcomes and college-wide outcomes are being measured right now as they are already there for their accrediting body. She will look at putting these into the PARS. ALO will send Randee all of the previous CWO files she has, and Chair will meet with Randee next week on working through this year’s data to assist her in completing her various reports for the TASK.

1. **Minutes**

October 20, 2023 – There was not enough time in the meeting to vote on the minutes. Chair asked faculty members to review and send an email to Amy noting whether they vote to approve as presented or if they had edits.

1. **Next Meeting will be held Friday, November 17, 2023**
2. **Adjournment**

1st: Tom Shields motioned to adjourn the meeting; 2nd: Steve Haynes. Meeting adjourned at 12:58 pm.

Respectfully submitted by Amy E. Burns, Recorder