Assessment Committee Meeting Minutes

Friday, December 1, 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.~~
3. **Review TASKS for the year –** Chair wanted to send a survey out to faculty about assessment prior to semester break. After the last meeting, he had asked for a response from the committee to identify 3 questions that they feel faculty may have regarding assessment. Chair stated he received a response from one person. Chair shared his screen of all of the TASKs received to date and asked ALO to review the list and let him know of any programs missing reports. This is done early on to identify any missing reports and reach out directly to the faculty. ALO had some problems with the way that reports were submitted. This reveals that faculty are still struggling with how and what to submit.
4. **Discussion about questions that came in for the purpose of creating and sending a faculty survey**

Chair’s Questions

1) Do you know what Assessment means at NCSC? In Higher Ed?

2) How does Assessment affect and effect your courses, programs and students?

3) What is your perception and opinion of the assessment process at NCSC? How can we improve your outcomes?

Questions received from Nursing Faculty Member

1) How many assessment criteria should the faculty be completing?

2) Are final exams considered appropriate assessment criteria? Chair said they are, but it should not be a single outcome, it should be more cumulative throughout the course.

3) Should identified assessments be updated every 6 months or yearly? Also, should be we updating the info after every 8 week/semester or waiting until the year is completed?

4) Should there be a unified assessment for programs? Should they be more comparable, by comparing each domain of learning?

Committee Member’s Questions

1) Question that member had was clarified regarding assessment data. Chair said it is gathered for the benefit of our institution/faculty/administrative and HLC and ALO takes data for her report to HLC.

2) Do we compare data gathered from year to year?  If so, who compares it?

Member asked since everyone is assessing, would it be more valuable that assessment be similar for comparison purposes – unsure what other courses are doing. It is a learning process as half of the nursing faculty are new, and they are trying to understand what other courses are assessing compared to their courses. Is it looked at on program level and course level? Question was raised on whether every course should have lab, clinical and skills testing as not all nursing classes do. Liberal Arts Dean shared that this exercise has shown there needs to be a basic understanding of what we’re asking for in Assessment. We need to begin with a one paragraph summary. Member is involved in a large program and Chair said it is up to the Program Director to know the various assessments used in the other classes. The information received from students is to make them better. Analogy given that courses are the foundation and program is the house. Course outcomes are the bricks, which make up the foundation, which then makes the structure of the house. Liberal Arts Dean said we need something to share with brand new faculty and what are we saying as a committee?

Member said when looking at all nursing courses, some do final exam, some do skill test. Should it be unified, so when looking from course to course it would have a means of comparison. If they all are doing something that is the same, it may be better over time. If not the same, it’s harder to see the progress. Chair said we are going for best outcomes for students. Every course shouldn’t be the same in regards to assessment. He understands the unity but could hinder some, if assessment is done the same for every course, and are students learning what they need to know. ALO stated that Page 5 of the Assessment Handbook was approved and has been used since 2013. Things about Assessment do not change.

During the meeting the Chair shared two PowerPoint slides with members:

Flow of Information for TASK Reports and

Flow of Responsibility for TASK Reports

Liberal Arts Dean shared that when faculty apply these assessments, it’s easier if done consistently. Faculty are concerned to show any failure with students. He has had multiple conversations with faculty that not all students will pass, and that is the reality. Assessment is a benefit for faculty to see where things need to be improved so students succeed. Member said he agreed with how Liberal Arts Dean stated assessment. He said that assessment needs to be faculty driven, have others involved in sharing about it and having members more visible. Member suggested that at the next division meeting share about Assessment and share the faculty representation. Chair will introduce them at the combined division meeting in February 2024.

Other - Chair gave thanks to the ALO for her work all of these years at the college along with her friendship. He wished her well on her retirement.

1. **Minutes** – November 17, 2023 were not reviewed or approved during the meeting. They will be voted on at the next meeting.
2. **Next Meeting will be held Friday, January 19, 2024.**
3. **Adjournment**

Chair adjourned the meeting at 1:02 pm.

Respectfully submitted by Amy E. Burns, Recorder