Assessment Committee Meeting Minutes

Friday, September 15, 2023

1. **Opening:** The Assessment Committee meeting was called to order at 12:05 pm by Justin Tickhill. The meeting was held online via Zoom. Justin welcomed new members and shared how meetings are typically run. Most have known each other, but he asked that members share a brief intro about themselves. Chair stated that Assessment Committee’s overall goal is assess how to make things better for students.
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. **TASK review for English Program** – English Department Member asked that the Assessment Committee look at the PARS report from 2021-2022. He shared the three outcomes listed in the PARS document*.* Outcomes one and two stated the English Department would measure:

*1. Consistency across the various offerings of ENGL1010 (fall) and ENGL1030 (spring) and any other ENGL courses being reviewed.*

*2. Effective Support of the Technical Programs via the instruction offered in ENGL1010 and 1030. These two outcomes are focused on the English Department as a support for general education and not an outcome for students seeking to graduate with an AA in English to Transfer on to other colleges.*

1. The ALO stated that if it would be easier for all, outcomes 1 and 2 could be placed into another document. In light of HLC guidance each transfer program was required to do another report because these reports were to measure students’ outcome achievement WITHIN each of the transfer degree programs. The College’s failure to do this led to a “met with concerns” rating for the College in the 2018-2019 Comprehensive review for Accreditation. Additionally, HLC required the College to complete an Interim Report displaying that the English Department did in fact measure and report outcomes for students with the ENGL.AA degree code. ALO emphasized that as long as there is an AA English degree the third outcome (focused on the ENGL.AA students’ achievement) needs to be in the document. Tom said the first two outcomes are completely different and don’t need to be in the report. The third outcome is sated as follows: *Demonstrate an understanding of the writing process and its recursive nature, including the ability to plan, organize, and develop written compositions in a variety of expository and argumentative modes.*

ALO shared that last year she met with English Department Member and they have been reviewing their CWOs and what their data looks like. In the past few years, she has been getting demographic data by semester. In spring 2023, for English there were 7 students, mostly female. It was noted that nursing program has more female than male. She also has data for ethnicity. ALO said she wants to make sure the data is helpful to the faculty and that it’s doing what it is supposed to do. In 2015 ALO did a white paper and conference at HLC and gave a counterpoint to whether students pass or not, not showing up, bad work ethic, etc. She said that if a student doesn’t show up for class, they are not being assessed in reports. Only students who are showing up for class are assessed. Faculty need to leave the area blank for these students and not list a 0. Assessments protect faculty and students when getting performance funding. Nursing Department Member asked about a student who does not participate in labs or lecture and how to report that on PARS. ALO said that you would not apply the rubric to the student as not present and HLC looks at PARS. As an example, if there is one student out of 43 who did not achieve, put notes in analysis about that student who did not participate. It could also be stated that 42 of 43 students passed, but one student was not included- because they did not show up for class that day. This helps to flesh out the data, consequently we are showing a more holistic picture which includes the qualitative components as well as the quantitative data.

ALO reiterated no shows are not to be included on the report. There are many faculty who add 0 for non-participant. Ideally that space is to be left blank for non-participants. Chair shared that from an assessment prospective, it is good to know that admin really care what faculty are doing. Each program will be different based on who the Program Director is. There needs to be an allowance for creativity. Non-attendance would be a soft skills issue that should show up on the PFSS. But, if a CWO has been deployed on the rubric on an assignment that a student did not turn in, student would not be counted in the average. English Department Member said he had a meeting next week with two other faculty to review course outcomes. Dean of Liberal Arts said that the discussion has been about two different ideas. PARS is dealing with gen ed type things and that should be placed in some sort of document. It is good to have. But, for this particular PARS, he only sees the third outcome as applying for English Degree students. Chair said the first two outcomes are helpful in gen ed and are effective. One missing piece is the lack of an advisory board. Not all programs have one, including Biology. ALO stated that technical programs are like advisory boards for the General Education Departments and students’ transfer in to our four- year partners are analogous to advisory board as well. We need something comprehensive of what we’re doing with gen eds. English Department Member said that with a new Dean in Liberal Arts, it’s time to say let’s make this PARS document more effective for the department. Let’s review outcome 3 and re-work it. Dean of Liberal Arts stated that the outcome looked more like a gen. ed outcome instead of an English outcome. ALO stated that in the beginning, not all outcomes were good, people didn’t know what to do, especially because HLC was requiring actions that did not fit well with what our College was doing and our communication was confusing. ALO also recommended re-working outcome #3 so it would work better for us and helps to make a strong case to HLC.

English Department member said he re-worked the PARS for ENG 1010 and 1030, and a few months later he did program review. He did not know what the parameters were if looking at changing the PARS. Chair and ALO said that outcome #3 could be for the entire PARS report and remove 1 and 2. Both English Department Member and Dean of Liberal Arts said this was very liberating. ALO said the previous program directors did the best they could with what they were given in terms of the confusing guidance from HLC and her office.

Chair said this is what we want to do in reviews. Is it serving the need, giving direction on where to go, feel comfortable, and know that things can change if they need to be changed. Assessment is here for quality of program and students. English Department Member asked what the process was after the outcome has been changed to better reflect their needs. ALO said to first speak with their Dean (will be in the meeting next week with Member and two other faculty) and then proposed change goes to the Dean of Academic Services and CAO. Outcomes have to be on website and catalog. Changes are to go through Curriculum Committee. English Department Member and LA Dean will work together to get this updated. ALO said this will affect accreditation and all have to be consistent in the PARS, catalog and website. HLC will take note if there are inconsistencies between what is on our website, catalog, accreditation documents and PARS. HLC views neglect of consistency to be just as damaging to students as lack of transparency. Chair said that in general, overall processes for the college need to be more clearly defined.

1. **Minutes**

September 14, 2023 –1st: Wesley Adams motioned to accept minutes as presented. 2nd: Justin Tickhill.

1. **Next Meeting will be held Friday, October 6, 2023** and Nursing PARS Report will be discussed so new Nursing Committee Member can see the review of her program.
2. **Adjournment**

Gina motioned to adjourn the meeting, Tom Shields seconded. Meeting adjourned at 1:07 pm.

Respectfully submitted by Amy E. Burns, Recorder