

ASSESSMENT COMMITTEE MINUTES

April 09, 2015

Meeting began 11:00 - Meeting was adjourned at 11:37

Members in attendance (sign-in sheet gathered):

Ragena Mize	Dir. Assess & Accred.
Dennis Smith	Faculty – Science instructor
Cindy Lamberty	Faculty – Science instructor – Geary Campus (ITV)
Nancy Zenger-Beneda	Dean Science/Math
Jamie Durler	Comm. Art/English instructor
Brent Phillips	Dean Humanities/SS/Business
Dr. Bill Backlin	VP Academic Affairs
Brenda Edleston	AVP Geary Campus

– Welcome & Minutes presented/ agenda presented & accepted –

Moved – Brent P / 2nd Cindy L

– **Course Outcomes** Discussion regarding the recent in-service regarding course outcomes and the progress to update, modify, and enter into Canvas were shared. Remarks were made by Brent P as a reminder any changes or submissions to the outcomes need to also go through the Deans before passing along to the Director of Assessment.

– **Awards & Recognition** Regarding awards and recognition. The following recommendations were offered by the Assessment Committee to be implemented upon final approval and to begin fall 2015:

- a. Criteria will be based upon how assessment is utilized to increase student learning - and should include a reflection piece based upon data and application of how the instructor used assessment data to modify or enhance various aspects related to their teaching which have supported an increase in student learning – which can be a longitudinal study covering up to five years where they are comparing one year to the next, or a shorter study contained within a single school year.
- b. Teachers will self-apply
- c. Completion of all required assessment reporting in Canvas is up to date
- d. Two awards can be offered each year – 1 for full-time and 1 for adjunct (with adjunct also including those who teach concurrent and outreach)
- e. All participants will receive a certificate
- f. Winners will receive a certificate and a cash award of \$200.00 each (discussion also included increasing the amount of the cash award to increase the incentive)
- g. Must be in good standing with the institution
- h. Cash awards will be presented at the spring recognition dinner
- i. Winners are to present their findings in the fall during an in-service

– **Planning for Transition** Discussion regarding how the assessment committee will handle the data collected and use of the data collection pieces resulted in the following recommendations:

- a. The assessment committee will meet 1 time a month, in the following months: Feb, Mar, Apr, May, Aug, Sept, Oct, & Nov. – with the acceptance that the committee may need to add additional dates depending upon the time involved to meet with various departments.
- b. The first meeting of the school year (August) will be a meeting where the assessment committee meets with the department chairs to establish a timeline for reviewing data as well as communicating the purpose of the assessment committee, to offer support and training, and answer any questions or concerns.
- c. Based upon the August meeting a timeline for a review, reflection, application, etc. will be created with the input from the department chairs. The goal is to meet with all department chairs annually to share the data and plan & report based upon the results of the data. *This could mean providing additional support learning how to utilize the data, interpret data, and report findings as we will want consistency in our reporting (this will be implemented as early as year two).*
- d. The assessment committee will be able to provide support to faculty by offering small group sessions or break-out sessions as needed throughout the year in areas where support is needed. *This may mean providing a survey to instructors to determine need.*
- e. Should the department chairs be unable to make a determination regarding when to meet with the assessment committee, the committee will develop a method based upon an alphabetical order by department.

Director of assessment will bring to the May meeting a plan to submit for approval regarding the awards and recognition piece which will be submitted to administration for consideration and acceptance.