

ASSESSMENT COMMITTEE MINUTES

September 11, 2014

Meeting began 11:03 - Meeting was adjourned at 11:55

Members in attendance (sign-in sheet gathered):

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

Agenda presented – was not voted on

Item 1 - Introductions

Introductions were made to bring Director knowledgeable of those in attendance\

Item 2 – Meeting norms

Meeting norms were presented and approved by those at the Geary Campus

Item 3 – Website update

Website updates were made informing committee where newsletters and instructional support documents would be located. Nancy commented to remember to post agendas, minutes, data reports along with newsletter and instructional supports on the website as well – and to provide data reports in a printed format so anyone can pick a copy for review and will be left in admissions and library.

Item 4 – Background/History

Through discussion it was determined:

A variety of data pieces and reporting information needs to be collected and organized from a variety of sources and placed into the Assessment drive – Cindy L and Nancy Z-B, will work with Dir. Of Assessment & Accreditation to locate and discern these data pieces and will then determine what is lacking or duplicated.

Question was asked from what starting year are we going to collect/organize the data – Dr. Backlin provided using 2010 as our reference point for data

A review data needs to be gathered from 2013 - 2014 needs to be reviewed and needs to be addressed as soon as possible so it can be provided as required

It was discussed the role of the Assessment Committee in reference to the Master Contract and a handout was provided for reference to review at a later date as well as looking at the current assessment handbook – with a future goal to update

Item 5 – Current Goal

Current goal will be to gather data and reports from 2010 to the current data and organize into the Assessment drive – this includes assessment data reports as well as agenda and minutes. – these efforts are being completed by Ragen Mize, Cindy Lamberty, and Nancy Zenger-Beneda before the next meeting date on October 9, 2014

Item 6 – Future Goal

To work on continuing assessment data collection and prepare and present to staff so the Assessment data is collected in a similar format and on a consistent schedule

To present to the Board as well as faculty various terms or practices so there is clarity – for the faculty it was suggested we provide information on summative and formative assessment and bridge the gap for those who are newer to the campus. Dr. Backlin suggested presenting a handout entitled: What is the difference between assessment and evaluation to the board to begin including them in the process in addition to the faculty. And to have these items available on the website and emailed to faculty and to include online, adjunct, and concurrent course instructors as well as fulltime instructors.

Item 7 – Plan of action

Plan of action is to gather data missing or hidden from the assessment drive and add/organize the data pieces on the drive to be easily attainable.

To glean information from all assessment documents to review and plan additional future goals and reorganization or updates needed.