

# Assessment Committee

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## MEETING MINUTES

Date: Tuesday, September 12, 2017

Time: 4:00 p.m.

Place: TEC Conference Room

### I. Call to order

Christy Wilson called to order the regular meeting of the Assessment Committee at 4pm on Tuesday, September 12th in the TEC Conference room.

### II. Roll Call

- a. **The following committee members were present:** Vicki Badgley, Sarah Bauldree, Caroline Hammond, Mandi Haynes, Dean Inman, Robert Norman, Heather Smith, Roslyn Turner, Genevieve White, Nancy Whitmore, Christy Wilson, Ray Winiecki, and Jim Yates.
- b. **The following committee members were excused:** Karsten Tidwell, Stephanie Tully-Dartez
- c. **The following committee members were absent:** James DuBose, Sherry Howard
- d. **The following guests attended the meeting:**

### III. Approval of minutes from last meeting

Minutes from both the April 14th and August 16th were presented for review and approved pending recommended corrections.

### IV. Old Business

a. **Committee Function Review and Revision:** The functions of the Assessment Committee were reviewed and the following revisions were discussed and approved.

#### 1. Old Functions:

- Develop and review student assessment of learning activities
- Collect, analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning
- Make recommendations from data collected by faculty as the basis to improve student learning
- Develop and review the content of faculty/course evaluation
- Coordinate preparation of annual assessment to be presented to the Academic Affairs Council
- Make recommendations to the college's leadership regarding strategic planning and budgeting that will impact student learning / teacher effectiveness

#### 2. New Functions:

- Develop and review guidelines for the assessment of student learning.
- Analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning.
- Make recommendations to the Academic Affairs Council from the Assessment Report reviews as basis to improve learning.

- Make recommendations regarding strategic planning and budgeting that impacts student learning.
- Review the Academic Assessment Manual annually and propose revisions as needed.

**b. Disaggregation of data within Assessment Reports:** As a result of the HLC accreditation visit and subsequent recommendations, the Assessment committee will be looking into disaggregating data within assessment reports for classes that are delivered via multiple modes. This item was tabled from the April meeting. The committee agreed to review the HLC Accreditation report and the recommendations and to bring back recommendations for moving forward.

**c. Weave Template Revision:** Revision of the Weave template was discussed in the April Assessment Committee meeting. It was determined that the template could not be revised until a decision about item b had been approved.

## **V. New Business**

**a. Review APM 3.17 Academic Assessment Manual:** The assessment process was approved in May of 2017 and the manual was approved in 2016. It is time for a review of the manual and assessment process. Both originated in the Assessment Committee and should be reviewed by the committee. Based on the labor intensity of both review of the Assessment Manual and the HLC Accreditation report, it was decided that the Assessment Committee would create two ad-hoc committees, one to review the assessment manual and one to review the HLC Accreditation Report. A signup sheet was sent around and members of the committee signed up for the sub-committee of their choice. They are as follows:

### **1. Assessment Manual Review Sub-Committee:**

Genevieve White, chair  
Dean Inman  
Roslyn Turner  
Nancy Whitmore  
Dean Caroline Hammond  
Sarah Bauldree  
Mandi Haynes  
Dean Sherry Howard

### **2. HLC Accreditation Report Review Sub-Committee:**

Vicki Badgley, chair  
Dean Jim Yates  
Heather Smith  
Dean Ray Winiecki  
Robert Norman  
James Dubose  
Karsten Tidwell  
Dr. Stephanie Tully-Dartez

**b. ARRT Review Assignments:** There have been some changes and updates in Weave that have resulted in difficulty seeing data saved in the system. ARRT review assignments will be made after the system glitches have been corrected.

## **VI. Adjournment**

The meeting was adjourned at 5:00 pm

*Minutes submitted by: Genevieve White*