

Assessment Committee

MEETING MINUTES

Date: Tuesday, October 10, 2017

Time: 4:00 p.m.

Place: McGehee Conference Room

I. Call to order

Christy Wilson called to order the regular meeting of the Assessment Committee at 4pm on Tuesday, October 10th in the McGehee Conference room.

II. Roll Call

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

III. Approval of minutes from last meeting

Minutes from September 12th were presented for review and approved unanimously.

IV. Old Business

- a. **Committee Function Review and Revision:** The revised committee functions were presented to the Academic Affairs Council on Friday, October 6.
- b. **Assessment Manual Sub-Committee report:** Postponed. Sub-committee did not meet.
- c. **HLC Accreditation Report Review Sub-Committee report:** The subcommittee recommends the data be disaggregated on a course level by the following categories:
 - Online
 - On-site Traditional
 - Dual/Concurrent enrollment

The subcommittee further recommends the data be disaggregated on a college-wide level by the following categories:

- Full time faculty
- Part-time faculty

Each course would have one WEAVE report, which would reflect the aggregate number; the written analysis would reflect the disaggregated data. If the analysis reveals something that needs to be addressed, it will be addressed in the action plan.

These recommendations were approved unanimously.

V. New Business

a. WEAVE updates:

- i. The new template requires a goal. The following goal, taken from the Academic Assessment Manual, was approved by unanimous vote:

The goal of the assessment process is to promote the continuous review and improvement of learner outcomes.

- ii. A proposal was made to mark all assessment reports in WEAVE as draft by the faculty and to announce to all faculty that the deans would begin reviewing WEAVE reports the week after Assessment Week. Voted unanimously with the following amendment concerning the definitions of the report statuses in WEAVE:

1. By unanimous vote, the proposal was amended with the following status definitions:

- Draft: Faculty report is in progress
- Final: Faculty member has finished editing the report
- In Review: Dean has reviewed report

- b. **ARRT Review Assignments:** ARRT review assignments will be made in November. The following ARRT teams were created:

- i. Mandi Haynes (chair), Genevieve White, Caroline Hammond, Sarah Bauldree
- ii. James Dubose (chair), Ray Winiecki, Karsten Tidwell, Sherry Howard
- iii. Nancy Whitmore (chair), Jim Yates, Dean Inman
- iv. Vicki Badgley (chair), Heather Smith, Robert Norman, Roslyn Turner

VI. Announcements

Some faculty members have requested for a way to simplify assessment. Christy hopes WEAVE training will help. The next WEAVE training is Friday, October 13th.

Christy just returned from the Southern Association for Institutional Research (SAIR) Conference.

The next meeting will be November 14th on the West Campus.

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VII. Adjournment

The meeting was adjourned at 4:53 p.m.

Minutes submitted by: Roslyn Turner