

Assessment Committee

MEETING MINUTES

Date: Tuesday, November 14, 2017

Time: 4:00 p.m.

Place: TEC Conference Room, West Campus

- I. **Call to Order:** Christy Wilson called to order the regular meeting of the Assessment Committee at 4pm on Tuesday, November 14th in the TEC Conference Room.

- II. **Roll Call**
 - a. Present: James Dubose, Karsten Tidwell, Sarah Bauldree, Mandi Haynes, Nancy Whitmore, Christy Wilson (Chair), Roslyn Turner, Heather Smith, Vicki Badgley (Vice-Chair), Genevieve White (Secretary), Robert Norman, Ray Winiecki, Caroline Hammond, Jim Yates and Dean Inman,
 - b. Absent: Sherry Howard (excused) and Stephanie Tully-Dartez (excused).

- III. **Minutes:** The minutes from the October 10th meeting were presented for review and approved unanimously.

- IV. **Old Business:**
 - a. Christy Wilson reported that the statement for the overall goal of academic assessment (to be entered into WEAVE as the goal for assessment reports) was approved at the Academic Affairs Council (AAC).
 - b. The AAC also approved the following revision in WEAVE: *All assessment reports in WEAVE will be marked as **Draft** until completed, and then will be marked as **Final**. After the deans review the reports, they will mark them as **In Review** for the Assessment Committee and ARRT reviews. Deans will automatically begin reviewing assessment data the week after Assessment Week for the current term's reports that are due. Faculty must contact the appropriate dean if their reports are not complete at the end of Assessment Week.*
 - c. HLC Accreditation Report Review Sub-Committee report: There was discussion about how to disaggregate data within the Assessment Reports in Weave. The committee recommends data be distinguished by whether the class is classified as online/hybrid, On-site Traditional, or Dual/Concurrent. It was clarified that the determination for assessment reporting would depend on if the class is taught on campus or at the High School. The WEAVE report will reflect the aggregate number for all sections and modes of delivery, but the written analysis (raw data) within the report will be disaggregated by the modes of delivery as designated above.

V. **New Business:**

- a. Disaggregation of data:
 - i. Hybrid classes will be combined with online classes for data purposes in assessment reports.
 - ii. Dual/concurrent enrollment students who are in a college section class will be counted as On-site Traditional for the purposes of assessment reports.
- b. Disaggregation of data by faculty status (full-time faculty versus part-time faculty) and location (West campus versus East campus versus Warren) was discussed and tabled until the December meeting of the Assessment Committee.
- c. Tracking of progression of students as an Assessment Committee function was discussed and no action was taken.
- d. Assessment Manual Sub-committee reported making changes to the glossary within the manual. There are areas which need clarification by the committee and by the Institutional Research department. These clarifications will be made and the committee will plan to report again at the December 12th meeting.
- e. Assessment Report Review Teams (ARRT) were reviewed from the Selections made at the October 10th meeting. They are as follows:
 - Mandi Haynes (chair), Genevieve White, Caroline Hammond, Sarah Bauldree
 - James Dubose (chair), Ray Winiecki, Karsten Tidwell, Sherry Howard
 - Nancy Whitmore (chair), Jim Yates, Dean Inman
 - Vicki Badgley (chair), Heather Smith, Robert Norman, Roslyn TurnerThe teams will receive their reports for review in the next week and the review reports will be due and discussed at the February Assessment Committee meeting.

VI. **Announcements:** None

- VII. **Adjourn:** The regular November meeting of the Assessment Committee was adjourned at 4:57 pm. The next meeting will be held on December 12th on the East Campus.

Minutes submitted by Genevieve White

11/15/2017gw