

# Minutes

## **Committee for the Assessment of Student Learning**

4/25/2017

3:15 p.m.

B108

**Committee Members Present:** Ginger Berry, Deanita Hicks, Brenda Holifield, Ron Hutto, Robin Singleton (Committee Chair), Stacey Walker, Gary Yarbrough

**Guest Present:** Courtney Fisher

**Ex-Officio Members Present:** June Walters, Deborah Parker

**Committee Members Absent:** Gene Bennett, Tonya Pankey, Rob Semmel

### **Agenda Item 1: Approval of March 7, 2017 Minutes**

The meeting was called to order by the Committee Chair and the minutes of the March 7, 2017 meeting were presented for approval. A motion was made by Stacey Walker to approve the minutes. Ron Hutto seconded the motion and the minutes were approved as presented.

### **Agenda Item 2: HLC Expectations**

A copy of a letter received from the Higher Learning Commission by a sister institution was presented to the members to emphasize the importance of the assessment of student learning in ANC's continuing accreditation. The members discussed the importance of being able to provide evidence that student learning is being assessed and that the results are being used for improvement. The importance of remaining focused on HLC's criteria and subcomponents to ensure that they are being met and that the evidence is available to support it was also discussed. It was decided that Brenda would share HLC's letter with her faculty and that Robin would share the letter with other faculty when she meets with the assessment subcommittees to discuss their opinions of the assessment process.

### **Agenda Item 3: Updates: Assessment Plans and Rubric Calibration Sessions**

Robin gave an update on the progress of the fall 2016 assessment and shared documents that she created for the deans to show what is included in TracDat and what is missing. She also reported that calibration sessions have now been conducted for all five of the institutional learning outcomes rubrics.

### **Agenda Item 4: Assessment Timeline**

A 2017-2018 assessment timeline was presented to the members. While discussing the timeline, it was discovered that the document included tasks in the fall semester that should be included in the following spring semester. Robin will correct the timeline and bring it back to the next meeting.

### **Agenda Item 5: Plan for Co-Curricular Assessment**

It was determined that the starting point for ANC's co-curricular assessment is to define the term, co-curricular. After brainstorming about what should be included in the College's definition, Deanita agreed to take the suggestions and to write a definition. The proposed definition is:

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*A co-curricular activity is a credit or non-credit activity outside of the classroom that intentionally promotes measurable and assessable student learning outcomes. In addition, this activity supports the objectives of the program or class for which it occurs and/or the overall mission of the College.*

This definition is to be emailed to committee members who will prepare comments for the next meeting and be ready to either suggest changes to the definition or approve it.

The group then discussed current activities that might be considered co-curricular. These activities included Student Voice, internships, clinicals, the electrical apprenticeship program, new student orientation, various club activities, the student ambassador program, the black history month program, the woman's day event, the pregnancy prevention program, and the W.O.R.K. program.

Courtney stated that she would like to create program learning outcomes (PLOs) for Student Affairs to possibly include interpersonal competency, social responsibility, critical thinking, diversity awareness, and personal development. The co-curricular activities would then have student learning outcomes (SLOs) that map back to these PLOs and possibly the institutional learning outcomes (ILOs). It was also noted that the College's ILOs may need to be expanded to include a professional workplace skills outcome.

It was also suggested that an example of student learning outcomes for a co-curricular program be provided to use as a guide for others to follow. Brenda said that she might have some good examples from her preceptor and paramedic programs that she could provide.

## **Agenda Item 6: Review of CASL Make-Up**

The group was asked to review the committee make-up before a recommendation goes to the Board of Trustees. A new committee make-up was approved by the committee at the beginning of the academic year, but any new make-up must be approved by the Board. It was proposed that a faculty member from Allied Health be added to what was previously approved in order to balance the number of representatives from each division.

Stacey asked that Rob Semmel be replaced by Steve Crosskno as the faculty representative for Allied Technologies.

## **Agenda Item 7: Other Business**

It was suggested that CASL serve as a "clearinghouse" for surveys to ensure that duplicate surveys are not distributed. It was recommended that this process begin by members first developing a list of surveys (current and needed), showing when and how they are sent.

Deanita Hicks made a motion to adjourn, which was seconded by Stacey Walker. The motion carried and the meeting adjourned at approximately 4:45 p.m.