

COMMITTEE FOR THE ASSESSMENT OF STUDENT LEARNING

MINUTES

Date: December 5, 2018

Time: 1:30 p.m.

Chair: Gary Yarbrough

Recorder: Jessica Tippy

In Attendance

Steve Crosskno, Deanita Hicks, Brenda Holifield, Ron Hutto, Robin Singleton, Stacey Walker, June Walters, Melissa Watkins, Shauna Winchester, Gary Yarbrough

Establishment of Quorum/Welcome & Announcements

Dr. Yarbrough called the meeting to order and the quorum was established. Ms. Singleton reported that she has reviewed the assessment plans that were submitted for Phase 3. She stated she is working with faculty and Deans to get the other reports submitted. Also, the assessment survey results will be discussed as other business.

Approval of Prior Minutes

Minutes from November 9, 2018, were reviewed by committee members.

Ms. Singleton made a motion to accept the minutes with Mr. Hutto seconding.

Motion carried.

Discussion of Institutional Assessment Report: Communication Fluency

Dr. Yarbrough asked for the follow-up actions and communication plan for the assessment report that was requested at the last meeting. Dr. Yarbrough reviewed that the institutional data in the report does correlate with data from the Proficiency Profile and CCSSE. It was previously discussed that introduction/reinforce mapping should be reviewed.

Dr. Yarbrough and Ms. Holifield agreed that faculty should review the mappings instead of the CASL committee. Ms. Holifield additionally recommended that division committees should review the mappings as well. Dr. Yarbrough stated that the CASL committee should compile their concerns and request input from faculty members.

Dr. Yarbrough asked if the committee should review the entire report or review the concern areas when the Communication Fluency report cycles back in a few years. Ms. Holifield recommended doing a mid-cycle report to review the problem areas prior to re-visiting the main report.

COMMITTEE FOR THE ASSESSMENT OF STUDENT LEARNING

MINUTES

The committee agreed to share the Communication Fluency report with faculty for their input. Ms. Holifield stated that this would give time for faculty to review the report and bring the discussion to the division assessment meetings during reconvening. Then faculty can make recommendations to CASL. Dr. Yarbrough stated that an email draft would be sent to everyone tomorrow for a review and then sent to faculty on Friday.

Member Terms

Ms. Walters stated that the plan to implement member terms will be postponed until next year.

Assessment Spotlight Day

Dr. Yarbrough asked the committee for Assessment Day suggestions. Ms. Hicks recommended that during the Best Practices Symposium (BPS) or reconvening there be a presentation room reserved for individuals to drop-in and see the assessment projects. Ms. Singleton recommended the use of poster presentations. Ms. Holifield asked if the presentation would be focused on the results of faculty assessment or how the process works. Ms. Singleton noted that other colleges have competitions involving several categories of assessment. Ms. Holifield recommended that the winners present at BPS. Dr. Yarbrough asked what time of the year would Assessment Day need to take place as it would have to be before BPS. Ms. Holifield recommended establishing an ad-hoc committee to develop, coordinate, and implement the Assessment Spotlight Day with representatives from the faculty. Ms. Walker was volunteered as the chair and accepted the role.

Dr. Yarbrough made a motion to create the ad-hoc committee with at least one faculty member from each division. Ms. Walker seconded.

Motion carried.

Other Business

Ms. Singleton presented the results from the Fall 2018 Assessment survey that was sent to all faculty. The top 3 topics for professional development (PD) requested were for using Nuventive Improve, writing an assessment report, and creating effective learning activities. Ms. Singleton asked for recommendations due to the low response from faculty. Ms. Holifield asked if the first PD session could be an introduction to the assessment process and then the attendees could be asked about topics that need to be covered in future sessions. Ms. Hicks recommended that faculty with proven assessment background assist with the trainings and use their reports as samples. Ms. Singleton stated that it would be best to start with writing outcomes and mapping

COMMITTEE FOR THE ASSESSMENT OF STUDENT LEARNING

MINUTES

them. Ms. Walters stated that the sessions would need to be true professional development to justify utilizing entire days for training. These sessions should allow the faculty to return to their areas and apply the knowledge they learned. Ms. Holifield recommended doing an introduction during reconvening week to kick-off the year. Dr. Yarbrough noted that the introduction may be needed due to the low response rate as to show how important assessment is. Ms. Singleton clarified that the surveys were sent to faculty members after their individual assessment meetings. Ms. Walters asked the faculty present what they thought was best. Ms. Watkins replied that an introduction prior to the division assessment meetings during the Friday of reconvening would be beneficial. Ms. Singleton recommended have multiple presenters to show inclusion from each division.

Ms. Holifield made a motion to adjourn and Ms. Winchester seconded. The meeting was adjourned at 2:30 p.m.