

# COMMITTEE FOR THE ASSESSMENT OF STUDENT LEARNING

## MINUTES

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**Date:** December 9, 2021

**Time:** 10:00 a.m.

**Chair:** Gary Yarbrough

**Recorder:** Jessica Tippy

### **In Attendance**

Richard Dean, Michael Fisher, Dr. Jamie Frakes, Brenda Holifield, Dr. Keith McClanahan, Ryan Perkins, Shauna Winchester, Melissa Watkins, and Dr. Gary Yarbrough

### **Establishment of Quorum/Welcome & Announcements**

Dr. Yarbrough called the meeting to order and the quorum was established.

Dr. Yarbrough stated that he has been working with Ken to determine the assessment functionality of Brightspace and will continue researching through the spring.

### **Approval of Prior Minutes**

Dr. Yarbrough made note to correct the am to pm on page 2.

Mr. Fisher made a motion to accept the minutes from October 28, 2021, with Ms. Watkins seconding.

Motion carried.

### **Assessment Handbook Updates**

Dr. Yarbrough noted the following changes:

- Page 7 – statement added (The terms used below apply generally but substitute terminology may be used as required by third-party accreditors.)
- Page 8 – clarification of learning outcomes (Institutional Learning Outcomes (General Education))
- Page 9 – removed “of applied science” to read associate degrees.
- Page 17 – deleted sentence (Please note that currently, the ILOs are also the PLOs for the Associate of Arts degree and the Associate of General Studies degree.)
- Page 18 – changed instructors to faculty
- Page 21 – added sentence about random sample tool (Alternatively, Faculty may use the Random Sample Selection Tool also posted on the Assessment page of myANC in the Resources section)
- Page 22 – norming for course with multiple faculty (When multiple faculty are scoring student work using a shared rubric, it is recommended that faculty participate in a norming session.)
- Page 25 – changed instructors to faculty

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- Page 28 – added norming definition (Norming Session – Group scoring of sample student work prior to individual scoring in order to promote interrater reliability and reliability of assessment data.)

Ms. Holifield made a motion to accept the changes to the Assessment Handbook, with Ms. Watkins seconding.

Motion carried.

### **College-wide emails for CASL**

Dr. Yarbrough asked the committee its opinion on sending invites campus-wide when meetings are scheduled and emailing the minutes campus-wide in addition to uploading them to the portal. The committee expressed no issues.

### **Diversity Awareness Norming – Spring 2022**

Dr. Yarbrough stated that the assessment meeting during reconvening normally has been used to provide training on the overall assessment process. In the spring, Dr. Yarbrough stated that he wanted to include the diversity awareness norming session with examples for faculty to review. Dr. McClanahan asked that an HLC update be provided to faculty as well. When asked about the time available, Ms. Tippy informed Dr. Yarbrough that the assessment session could go until noon if needed. Mr. Perkins asked Dr. Yarbrough to include bad examples as well in the norming session.

### **Other Business**

Mr. Perkins asked what he should do the assessment webinar sign-in sheet and Ms. Tippy stated that normally all sign-in sheets are forwarded to her for record-keeping.

Mr. Dean asked if faculty get any credit for attending professional development events and Dr. Yarbrough replied that professional development activities can be used for faculty's annual evaluations and faculty ranking.

Ms. Holifield made a motion to adjourn the meeting with Mr. Perkins seconding.

Motion carried.

**The meeting was adjourned at 10:33 a.m.**