

Minutes

Committee for the Assessment of Student Learning

1/11/2017

3:15 p.m.

B108

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

Ex-Officio Members Present: June Walters, Deborah Parker

Committee Members Absent: Gene Bennett, Deanita Hicks, Rob Semmel

Robin Singleton called the meeting to order. Minutes from the last official meeting of October 21 were previously approved via email.

Agenda Item 1: Assessment Plans to Date

Committee members were presented with an example of a course assessment plan and an example of an assessment plan for the institutional learning outcome, Communication Fluency, to show how the plans appear in the TracDat software. A brief report was given on the progress of entering plans for Phase 1 of the assessment cycle into TracDat.

Agenda Item 2: Assessment Results Reporting by Semester

It was proposed that subcommittees be created by discipline within the divisions to facilitate discussions about assessment data and results. An *Assessment Subcommittee Discussion Summary Document* was presented to committee members that contained general instructions for these subcommittees, a list of questions to help start discussions about assessment data, and a template for these subcommittees to document their discussions and ideas. The document is intended to provide a mechanism by which summaries of discussions are shared with division deans and ultimately with all members of a respective division.

A timeframe was proposed for the completion and submission of these subcommittee discussion summaries to division deans and for sharing assessment results and ideas within a full division meeting where minutes are kept to document these further discussions. The timeframe is as follows:

| Assessment Results from: | Subcommittee Discussion Summaries Due to Dean by: | Division Assessment Meeting Held by: |
|---------------------------------|--|---|
| Fall Semester | January 31 | February 15 |
| Spring Semester | September 15 | September 30 |

A motion was made by Gary Yarbrough to create assessment subcommittees by discipline in each division to facilitate assessment discussions, to accept the timeframe for subcommittee and division discussion documentation, and to accept the *Assessment Subcommittee Discussion Summary Document* with minor changes to include the timeframe dates. The motion was seconded by Ginger Berry. The motion carried.

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Agenda Item 3: ILO Rubric Training

A method for training faculty members to use the institutional learning outcomes (ILO) rubrics was discussed. It was decided that the initial training would be for faculty who are assessing Communication Fluency in this first phase. A training date of January 27 was chosen. These faculty members will be asked to submit samples of their Communication Fluency assignments prior to the meeting. Copies of some of these assignments will be given to faculty during the training session to facilitate the training.

Agenda Item 4: 2015-2016 Proficiency Profile Results

Committee members were presented with results from the 2015-2016 Proficiency Profile. The packet of information included a summary of scaled mean scores for total test results and for the following subcategories: Critical thinking, reading, writing, mathematics, humanities, social sciences, and natural science. Scores were shown by year for the academic year 2010-2011 through the academic year 2015-2016. For additional comparison purposes, an average of ANC's previous five years' mean scores and an average of other associate degree institutions' mean scores were also presented. More detailed information was given for the reading/critical thinking, writing, and mathematics skill dimensions.

It was noted that ANC's results were consistent across years and compared favorably to other associate degree institutions. The fact that the test is such a low stakes test brought the validity of the results into question. It was determined that analyzing the lists of skills that are tested within each difficulty level of reading/critical thinking, writing and mathematics and students' percent of proficiency at each level of difficulty can provide instructors with indications of where students' skills are lacking. It was also noted that it would be interesting to see how the results of this test compare to the results obtained by the assessment of ANC's ILOs using the newly created rubrics.

Agenda Item 5: Other Business

In other business, a new meeting time for the spring semester was selected. Meetings will be held the first Tuesday of each month at 3:00.

Brenda Holifield made a motion to adjourn, which was seconded by Ron Hutto. The motion carried and the meeting adjourned at approximately 4:30 p.m.