

Minutes

Committee for the Assessment of Student Learning (CASL)

10/10/2017

10:30 a.m.

B108

Committee Members Present: Tamatha Brassfield, Deanita Hicks, Brenda Holifield, Ron Hutto, Tonya Pankey, Robin Singleton (Committee Chair), Stacey Walker, Shauna Winchester, Gary Yarbrough

Ex-Officio Members Present: June Walters

Committee Members Absent: Gene Bennett, Ginger Berry, Steve Crosskno

Ex-Officio Members Absent: Deborah Parker

Agenda Item 1: Approval of Minutes

The meeting was called to order by the Committee Chair and the minutes of the October 13, 2017 meeting were presented for approval. June Walters noted that the minutes of the Arts and Sciences assessment meeting were not included in the appendix of the CASL minutes. While Deanita Hicks shared information in the previous CASL meeting from assessment subcommittee reports, the division meeting to discuss the reports was scheduled for October 20. The minutes of that division meeting are included as Appendix A of these minutes. A motion was made by Brenda Hollifield to approve the October 13 minutes. Ron Hutto seconded the motion and the minutes were approved as presented.

Agenda Item 2: AAACL Information Share

Robin Singleton shared handouts that she received from the breakout session she attended at the Arkansas Association for the Assessment of Collegiate Learning conference in Searcy. Of particular interest was the *Feedback Rubric for Academic Assessment Plan* which rates the appropriateness/completeness of assessment components included in an assessment plan.

The general consensus was that rubrics such as this would be beneficial at every stage of the assessment process. They would be beneficial to faculty as a guide in developing learning outcomes, developing assessment plans, selecting assessment measures, and writing assessment reports. They would also be useful to faculty and others as tools to review learning outcomes, plans, and reports. A committee was formed to create rubrics specific to ANC's assessment process. The committee members are Brenda Holifield, Stacey Walker, Gary Yarbrough, and Robin Singleton.

Brenda shared that the session she attended at the conference was an overview of things that colleges should be doing in assessment, but that the session included no specific details. She stated that it is much of what ANC is doing now. Stacey shared that in her session, participants were asked to rewrite course learning outcomes. June complimented Tamatha on her contributions to that session. Tamatha stated that she was familiar with much of the session content from her time as a public school teacher.

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Agenda Item 3: Approval of Assessment Handbook

Robin presented the Assessment of Student Learning Handbook for approval. She stated that, as requested in the last meeting, she sent the draft of the handbook to all faculty members, but received no suggestions for changes. Brenda Holifield made a motion that the handbook be approved. Ron Hutto seconded the motion, the motion carried, and the handbook was approved.

Agenda Item 4: AA/AGS Program Learning Outcomes (PLOs)

Deanita Hicks reported that the Arts and Sciences Division faculty agreed that there is a need for PLOs for their division in addition to the institutional learning outcomes. Faculty are reviewing examples of PLOs for their respective departments and are reviewing their First Day Handouts to aid in the development of these PLOs.

Deanita also gave a summary of the assessment meeting that was held in her division on October 20. Faculty shared lessons learned from their assessment results so far and gave suggestions for improving student learning from these results. June Walters complimented the Division on the productive discussions and requested that the Early College students also be included in future discussions since these students are such a big part of the Division now. The minutes of this division meeting are included as Appendix A.

Agenda Item 5: Peer Review Training

Gary Yarbrough underwent training recently to become a peer reviewer for the Higher Learning Commission. He shared an overview of the training with committee members, particularly as it pertained to the assessment of student learning.

Agenda Item 6: Other Business

Robin presented a document that showed the data that is included/missing in TracDat as of October 25, by faculty member. This information was previously sent to the division managers, June, and Deborah. As noted by June, this type of overview is appropriate for the CASL members while managers maintain the responsibility for assuring that the data is entered and complete.

With there being no further business, Brenda Holifield made a motion to adjourn the meeting, which was seconded by Deanita Hicks. The motion carried and the meeting adjourned at approximately 12:00 p.m.

Appendix A

Division of Arts & Sciences

The division of Arts & Sciences met on Friday, October 20, 2017 at 9 a.m. in Room C-111. Members in attendance were Lance Morris, Layne Rayder, Jillian Hartley, Lanice Samford, Dustin Kemper, Mike Fisher, Ryan Perkins, Renea Reid, Emily Thomasson, Mallory Burnett, Sabrina Craven, Holt Brasher, Cameron Klein, Billie Steinkamp, Deanita Hicks (Dean), and LeAnna Turner (Administrative Specialist).

Dean Hicks welcomed everyone to the meeting and began stressing the importance of assessment.

The first item on the agenda was for the faculty to discuss assessment meeting reports from September 15, 2017 and subsequent meetings. It was stated and agreed upon by all that KPI's (Key Performance Indicators) be reassessed. Emily Thomasson and other Math faculty agreed that they needed more KPI's. Ryan Perkins stated that Education KPI's may be too broad. It was suggested that the division would focus on or review writing components in classes and maybe have a workshop to help with this endeavor. In education, directions could be made clearer, possibly make a rubric. It was also suggested that in order to gauge student success, one may use chapter tests rather than just the final exam. When a student has reached the 80% rate, where do we go from here? Do we stop there or go further? It was suggested that we raise the bar or look at another aspect of the course(s) in question. Continue to work on student success.

Dr. Jillian Hartley informed the division that the AA program graduates numbers were low recently. She stressed how important it was that we help our students as much as possible. With that being said, it was discussed by others and suggested that ways be discovered on how certain areas of studies be improved. Students may begin a program here at ANC, but not complete the program for various reasons. Some courses may be difficult or material may be large in content. Advising may be an area to investigate to see if that is where the downfall occurred. An updated list of required courses that the students may need should be compiled and distributed to all advisors so that each student will stay on track with the program in which he/she may be enrolled.

The second item on the agenda was co-curricular activities. Co-curricular activities are credit or non-credit activities outside of the classroom that intentionally promote 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. Dean Hicks asked that the faculty think of creative ways to assess and measure the learning experience in co-curricular activities.

The third item discussed was program level outcomes for transfer degrees. It was suggested by our Chief Academic Officer June Walters that we consider the need for program level outcomes (PLO's) for our transfer degrees. There was much discussion from the faculty about how will PLO's be related to their courses. Lanice Samford stated that in the Business English courses she is teaching, there are PLO's included in the syllabi. She will provide examples for the division to review. Dean Hicks stated that the division may meet together soon and work on PLO's.

The fourth item on the agenda is the assessment timeline. Everyone is to refer to the handouts from Robin Singleton, collect 2017 data, and work in groups to see what needs to be done.

ACC Conference in Little Rock — Many instructors attended this meeting. Cameron Klein mentioned that some schools have several courses that have become Fast Trac courses (taught in 8 weeks). Some faculty members discussed how it may benefit ANC if some courses were taught in 8 weeks. It was suggested that each area of study look into how Fast Trac may work for ANC. Fast Trac in some cases may mean "more intense, better success rates." Dean Hick suggested that once the faculty came up with ways of how that may work at ANC to present it at an Academic Affairs Committee meeting. .

Some reminders for the division. . .

- Most ANC forms are now fillable forms and may be found on the portal under Resources.
- Book orders are due today (10/20/17).
- Let's keep thinking in terms of student success.
- Communicate with students in a timely and courteous manner (whether in writing, by phone or in person)
- Keep records, reports, etc. of anything you do to add to your self-evaluation in February and enhance your portfolio for faculty rank.
- The Assessment Handbook will be online soon.

Emily Thomasson mentioned that the Student Focus group will have Movie Night on Thursday, October 26th at the Amphitheater from 5 — 7 p.m. There will be a movie, popcorn and chili.

Dean Hicks stated that there may be more meetings in the future because there is a lot going on that involves our division. With no further business, the meeting was adjourned at 10:10 a.m.