Minutes

Committee for the Assessment of Student Learning (CASL)
10/13/2017
8:30 a.m.
B108

Committee Members Present: Ginger Berry, Steve Crosskno, Deanita Hicks, Brenda Holifield, Tonya Pankey, Robin Singleton (Committee Chair), Gary Yarbrough
Ex-Officio Members Present: June Walters, Deborah Parker
Committee Members Absent: Gene Bennett, Tamatha Brassfield, Ron Hutto, Stacey Walker, Shauna Winchester

Agenda Item 1: Approval of Minutes
The meeting was called to order by the Committee Chair and the minutes of the September 7, 2017 meeting were presented for approval. A motion was made by Brenda Hollifield to approve the minutes. Gary Yarbrough seconded the motion and the minutes were approved as presented.

Agenda Item 2: Assessment Handbook Updates
Robin Singleton resubmitted a draft of the assessment handbook which included changes suggested by committee members in the September 7 meeting. There were no further recommended changes from the committee. Brenda Hollifield proposed that faculty be given the opportunity to review the document and submit suggestions. Robin agreed to send the draft to faculty members and to request that their suggestions be returned to her by October 27 in order to present them at the November meeting.

Agenda Item 3: Report on Program Learning Outcomes (PLOs) for AA and AGS Degrees
At the September 7 meeting, Deanita Hicks agreed to discuss creating PLOs for the AA and AGS degrees with her division faculty. During these discussions, confusion arose as to exactly what is needed in addition to the institutional learning outcomes that currently exist. Deanita asked the committee for clarification on this. After further explanation and discussion, she agreed to get with her faculty to develop PLOs for the two degrees. Deanita will present the new PLOs to the committee during the November meeting.

Agenda Item 4: Reports on Division Assessment Meetings
Division managers were asked to report on their recent division assessment meetings. Brenda Hollifield discussed the assessment planning workshop she held on July 21 with her Associate Degree Nursing Assessment Sub-Committee. The purpose of the workshop was to broaden the assessment knowledge of the 1st and 2nd level coordinators in order to expand the scope of their responsibilities in the process. While these instructors have been heavily involved in collecting assessment data, they will now be more involved in the review and analysis of the data. (See Appendix A.)
Brenda also presented the agenda and minutes of the August 28 assessment meeting she held with her division. In this meeting, she discussed the assessment process and assessment cycle of the College. She also shared with her division an assessment plan and schedule she developed for each of the programs that aligns as closely as possible with the ANC assessment schedule while still meeting the requirements of each program’s accrediting body. During the meeting, program directors reported on the assessment activities within each of their respective programs. (See Appendices B and C.) Brenda also shared that her division has a vast amount of assessment data that they are working to organize in the most useful and efficient way.

Deanita Hicks reported that she held a meeting with the faculty members in her division at the beginning of the fall semester in which assessment was discussed within the larger group and then within the smaller assessment subcommittees. She presented results and findings from the faculty discussions that occurred during subcommittee meetings within her division. A division-wide meeting to discuss these sub-committee findings is forthcoming, after which, minutes of the meeting will be presented to the CASL members.

**Agenda Item 5: Other Business**
Robin Singleton asked that those who planned to attend the AAACL workshop in Searcy, but who had not registered, to please do so by today in order to receive the discount.

With there being no further business, Ginger Berry made a motion to adjourn the meeting, which was seconded by Gary Yarbrough. The motion carried and the meeting adjourned at approximately 9:45 a.m.
APPENDIX A

ADN Assessment Planning Committee Meeting
Agenda
July 21, 2017

1. Associate Degree Nursing Assessment Sub-Committee Structure and Process
   - Committee Members:
     o Tonya Pankey
     o Shauna Winchester
     o April Nutt
   - Purpose
   - Meeting Times/Place
     o July 21, 2017 from 8:30 am – 12:30 pm in Conference Room
     o Fall Meeting: TBA
   - Agenda

2. Assessment Plans/Reports
   - ADN Assessment Planning Goals 2017-2018:
     o Program and Course SLOs/CLOs mapped for all Courses with any Revisions
     o ADN Assessment Plan by 1st and 2nd Level and Course
     o Integrating QSEN

   - Measuring and Reporting on Program Outcomes
     o Program Evaluation Tools: Program related tools measure program competency or outcomes usually established by accreditation or licensure agencies.
       ✓ Surveys (Employer Surveys, Graduate Surveys, Advisory Committee Survey/Minutes, etc)
       ✓ Standardized exams (ATI, Fisdap, HESI, NCLEX Reports, etc.)
     o Collecting and Analyzing Data
       ✓ Tables/Spreadsheets (Tracks results of outcomes over time)
       ✓ Tally Forms (Summarizes results of Evaluation Tools)
       ✓ Reports: Measures competency near end of program or post-graduation (licensure/certification exam results, Results of standardized exams)
       ✓ Was benchmark met? Includes analysis of data. Actions/strategies and timeline for improvement

   - Measuring and Reporting on Student Learning Outcomes
     o Student Evaluation Tools: Course related tools measure and determine if a student meets a course outcome or key performance indicator such as competency for Dosage Calculations, Competency in a particular assignment, skills competency, or end of course competency.
✓ Example Evaluation Tools: Skills Validation Record, Clinical Evaluation Form, Math Exam, ATIs, Fisdap, Rubrics, Care Plans, Logs, etc.
  o Collecting and Analyzing Data
    ✓ Actual Assignment or Activity
    ✓ Tables/Spreadsheets (Tracks results of outcomes over time)
    ✓ Tally Forms (Summarizes results of Evaluation Tools or Assignment)
    ✓ Reports: Measures course competency with emphasis on the assignment/activity and the SLO that assignment evaluates.
    ✓ Was benchmark met? Includes analysis of data. Actions/strategies & timeline for improvement.

• Assessment Evaluation Tools must be identified and linked to CLOs
• Assessment Notebooks by 1st & 2nd Level/Department
• Developing Assessment Process Timeline
  o Data Collection
  o Analysis
  o Reporting
  o Implementing strategies for improvement
  o Planning
APPENDIX B

Arkansas Northeastern College
Division of Nursing & Allied Health Assessment Meeting
Monday, August 28, 2017

1. Nursing & Allied Health Assessment Sub-Committee Structure and Process
   • Handouts
   • Committee Members
   • Purpose
   • Meeting Times/Place
   • Fall 2017 Departmental Assessment Updates:
     o ADN Tonya Pankey
     o ADN Shauna Winchester
     o ADN April Nutt
     o PN Barbara Greene
     o EMS Lynn Sikes
     o DA Lisa Childers
     o AH(NA/Phleb) Brenda Holifield
     o AH/MCHS Kyra Langley

2. Update from CASL Meetings (Handouts)
   • ANC Assessment Cycle and Schedule
   • Nursing, Allied Health and HPER Assessment Cycle and Schedule Draft

3. Assessment Plans/Reports
   • Program and Course SLOs/CLOs mapped for all Programs/Courses with any Revisions
   • Measuring and Reporting on Program Outcomes (Key Performance Indicators)
     o Program Evaluation Tools: Program related tools measure program competency/outcomes or key performance indicators usually established by accreditation or licensure agencies.
       ✓ Surveys (Employer Surveys, Graduate Surveys, Advisory Committee Survey/Minutes, etc)
       ✓ Standardized exams (ATI, Flsdap, HESI, NCLEX Reports, etc.)
     o Collecting and Analyzing Data
       ✓ Tables/Spreadsheets (Tracks results of outcomes over time)
       ✓ Tally Forms (Summarizes results of Evaluation Tools)
       ✓ Reports: Measures competency near end of program or post-graduation (licensure/certification exam results, Results of standardized exams)
       ✓ Was benchmark met? Includes analysis of data. Actions/strategies and timeline for improvement
- **Measuring and Reporting on Student Learning Outcomes (Key Performance Indicators)**
  
  - **Student Evaluation Tools**: Course related tools measure and determine if a student meets a course outcome or **key performance indicators** such as competency for Dosage Calculations, Competency in a particular assignment, skills competency, or end of course competency.
    - Example Evaluation Tools: Skills Validation Record, Clinical Evaluation Form, Math Exam, ATIs, Fisdap, Rubrics, Care Plans, Logs, etc.
  
  - **Collecting and Analyzing Data**
    - Actual Assignment or Activity
    - Tables/Spreadsheets (Tracks results of outcomes over time)
    - Tally Forms (Summarizes results of Evaluation Tools or Assignment)
    - Reports: Measures course competency with emphasis on the assignment/activity and the SLO that assignment evaluates.
  
  - Assessment Evaluation Tools must be identified and linked to CLOs
  
  - Current Assessment Notebooks by Department Directors

- **Measuring Co-curricular Activities (Discuss)**

- **Written Report Format/Discuss**

4. **Departmental Assessment Results/Analysis/Process Improvement Strategies**

5. **Assessment Timeline for Fall 2017**

  - **Assessment Plan** Departments for 2017-2018: Due 9/22/2017
  
  - **Written Assessment Reports** Graduating Class 2016: Due 10/31/2017
    - ADN
    - PN
    - DA
    - Paramedic
  
  - **Written Assessment Reports** for AH Courses: Due 10/31/2017
    - Phlebotomy
    - EMT
    - NA
    - AH/MCHS
  
  - **Catch-up for any Previous Reports:** Due 12/1/2017
ANC’s Assessment Process

Continuous Improvement of Student Learning

- Identify Learning Outcomes
- Map Learning Outcomes
- Select Key Performance Indicators
- Write Assessment Plan
- Collect Data
- Analyze Results
- Report and Use Results
# ANC Assessment Cycle

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**Institutional Learning Outcomes (ILO) Assessment:**

- Phase 1: Communication Fluency
- Phase 2: Information Literacy
- Phase 3: Quantitative Reasoning
- Phase 4: Critical Thinking
- Phase 5: Diversity

*Please note:* This is a basic representation of each phase. Best practice dictates that data analysis occurs each semester with instructional enhancements occurring as soon as possible to ensure that student learning is continuously improving.

## Division of Nursing, Allied Health and HPER Departmental Assessment Table

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-SLOs - Student Learning Outcomes  
-CLOs - Course Learning Outcomes  
-PLOs - Program Learning Outcomes  
-ILOs - Institutional Learning Outcomes  
-D - Departmental Collection Tool
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APPENDIX C

Course Assessment
Subcommittee Discussion Summary

Division: Nursing Allied Health and HPER
Assessment Subcommittee: Nursing and Allied Health

Semester/Year Results: 2016 - 2017

Please read the information and instructions provided to assist your subcommittee’s discussion about your data before completing this summary form.

1. Upon reviewing and discussing your data, what insights were gained about student learning, CLOs, KPIs, and/or the assessment process during this semester?

The Nursing and Allied Health Division Meeting met on 8/28/2017 in the Nursing and AH Conference Room. Attendance: Barbara Greene, Tonya Pankey, Lisa Childers, Lynn Sikes, April Nutt, Shauna Winchester, Kyra Langley and Brenda Holifield. Meeting Agenda/Notes are attached.

Division Assessment Plans: The ANC Assessment Process and Schedule was shared with the Committee. A Division Assessment Plan and Schedule was presented and the Committee approved implementation for Fall 2017 (See attached). The Directors reviewed and discussed the process for assessing the ANC Institutional Learning Outcomes (ILOs). The ADN faculty will use the ANC approved Rubrics as outlined in the ANC Assessment Process. Departmental rubrics will be developed and used to assess the ILOs for the TC and CP programs.

Assessment Data Sharing: Departmental Directors shared their methods of data collection in their courses along with collection of Programs Outcome data. Tonya Pankey reported the ADN Program has been working on mapping their evaluation tools/rubrics to the course and or unit level outcomes as appropriate. Cohort Spreadsheets are a major data collection tool that includes student’s admission data (PAX scores, GPA, etc) and then documents outcomes on ATI exams, and course grades and after graduation the students NCLEX results. Tonya will be working with the Nursing Coordinators to develop course assessment planning for the 2012-2019 ADN cohort. Tonya shared the 2017 ADN NCLEX Pass Rate at 97.5%.

Barbara Greene reported she is still using her spreadsheet that tracks her students’ performance throughout the 10.5 month program. Barbara shared the continued success of the Math competency by incorporating the workshop modules implemented last year. Barbara also reported they had a 100% NCLEX pass rate for 2017. Barbara will be working to map their evaluation tools over the next year.

Lynn Sikes reported that he updated the Paramedic data from the Spring semester and was working to complete the Summer Data. Students have been allocated some additional time to meet their performance outcomes for the Summer Classes due to the transition of his role as new Program Director. Lynn stated that we have been notified by CoAEMSP that we met program accreditation benchmarks as noted in the 2016 Annual Report and will not be required to submit additional action plans. Improvement was noted in both registry pass rates, retention and graduate employment rates. He reported he is working with Francis Lewis, EMT Instructor
to collect assessment data in a timely manner and making course improvements based on those results.

Lisa Childers reported that her Spring semester data collection for Dental Assisting is completed but she still needs to analyze a few of the areas. Lisa shared that last year she created tally sheets that assisted her in the concurrent collection of data and she will be completing the process this semester for all her courses. Lisa indicated that her program completion rate was impacted by three students who did not complete their English Comp 1. She is working on an action plan to ensure students complete English Comp 1 by the end of the Fall semester as listed in the Curriculum Plan. She stated all but two of her current students have already completed their English Comp prior to entering the program. The two remaining students are currently enrolled in English.

Kyra Langley shared her assessment report completed in the Spring 2017. Kyra’s position includes assisting with ADN Clinicals, providing staff development for Mississippi Co Hospital Systems and participating in College and Community health education presentations. Her diverse Assessment Report focused how student’s met their learning outcomes in the clinical setting utilizing the Clinical Evaluation Tool and the quality of her presentations based on presentation objectives as reflected on a Presentation Evaluation Tool. Kyra will be working this Fall to evaluate her presentation tools and determine if they need to be revised.

2. What action(s) based on this data is being considered for the upcoming semester to ensure that students acquire the knowledge and skills they need? (This might be an action related to improving instruction or emphasis within the courses. It might be a change to the KPIs (Are these the right KPIs? or the courses’ CLOs (Are these the right CLOs?).

- Mapping evaluation/rubrics to course / unit outcomes
- Keeping Assessment Spreadsheets updated at completion of assessment activities in each course
- ADN Coordinators submit Assessment data at end of each course/semester as indicated beginning Fall 2017
- Program Directors submit Assessment Data at end of each semester to Dean
- Review and update Assessment Plan and KPI by program/course.
- Clinical Performance Tracking and student conference for Paramedic Program using (FISDAP) to ensure clinical hours / performance is completed as scheduled.
- Implement the Division Assessment Plan and Reporting Schedule.

3. What other ideas/issues were discussed by the subcommittee?

Membership Structure and Responsibility:
The Division Assessment Subcommittee includes the Program Directors of the Nursing and Allied Health Departments (Associate Degree Nursing, Practical Nursing, Emergency Medical Services and Dental Assisting). The membership was expanded to include Shauna Winchester, ADN First Level Coordinator, April Nutt, Second Level Coordinator and Kyra Langley Nursing/Allied Health Instructor.
The ADN Nursing Coordinators completed a Summer workshop with Brenda Holifield and Tonya Pankey on July 21 (refer to attached agenda). Beginning this Fall Shauna and April will lead the faculty in assuming more involved assessment responsibilities in their respective ADN Courses. Kyra Langley will be assisting with collection and reporting of the Allied Health Courses and assessing her role as Staff Development Coordinator at MCHS and her College and Community Educational roles.