

Minutes

Committee for the Assessment of Student Learning (CASL)

9/7/2017

2:00 p.m.

B108

Committee Members Present: Ginger Berry, Steve Crosskno, Deanita Hicks, Brenda Holifield, Ron Hutto, Tonya Pankey (until ~ 2:30) Robin Singleton (Committee Chair), Stacey Walker, Gary Yarbrough

Ex-Officio Members Present: June Walters, Deborah Parker

Committee Members Absent: Gene Bennett

Agenda Item 1: Approval of March 7, 2017 Minutes

The meeting was called to order by the Committee Chair and the minutes of the April 25, 2017 meeting were presented for approval. A motion was made by Ron Hutto to approve the minutes. Brenda Hollifield seconded the motion and the minutes were approved as presented.

Agenda Item 2: Committee Member Appointments

A previously approved committee structure was presented to the committee members for additional discussion. Whereas the previous structure included faculty from each division, it was recommended that the number of faculty for each division be set at two. Currently, the membership includes two faculty members from Arts and Sciences, but only one from Allied Technologies and one from Allied Health. A motion was made by Brenda Holifield and seconded by Deanita Hicks to amend the previously approved structure to set the number of faculty members on the committee from each division at two. An additional faculty appointment will be made by each of the division managers from Allied Technologies and Allied Health. The new faculty members will be invited to the next meeting.

Agenda Item 3: Assessment Handbook

A draft of the new Assessment Handbook was distributed to committee members before this meeting, along with a request for members to read the handbook and to bring suggestions for improvement to the meeting. Suggestions were made by Deanita Hicks, Brenda Hollifield, and Gary Yarbrough. The Assessment Handbook will be updated and redistributed to committee members.

Agenda Item 4: Fall 2017 Assessment Activities

Committee members were presented with handouts that faculty members received during reconvening. These handouts included graphical depictions of ANC's Assessment Process and ANC's Assessment Cycle. A summary of the Fall 2017 assessment requirements and a second document containing the corresponding details and due dates were also presented. These handouts were created to clarify the assessment process for faculty and to keep them on track for completion of the fall requirements.

Agenda Item 5: Communication Fluency Statistics as of 8/10/17

A report of Communication Fluency statistics was presented to committee members as a sample of how institutional learning outcome (ILO) data can be presented and analyzed. The report included statistics

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for each criterion on the Communication Fluency rubric. It showed the count and percent of students who scored at each level of performance. The statistics included student scores from a variety of courses. It was emphasized that the statistics can be presented in a variety of ways (e.g., by course, by delivery method, by time of day). Statistics for Communication Fluency in Phase 1 will be finalized in Spring 2018.

Agenda Item 6: Other Business

June Walters suggested that the Arts and Sciences Department consider developing program learning outcomes (PLOs) for the AA and AGS degrees, since all course learning outcomes (CLOs) in the programs cannot be directly linked to an institutional learning outcome (ILO). Deanita Hicks will take the suggestion back to her department and report at the next meeting.

At the next meeting, division managers will also report on and provide minutes of their division assessment meetings.

With there being no further business, Ginger Berry made a motion to adjourn the meeting, which was seconded by Steve Crosskno. The motion carried and the meeting adjourned at approximately 3:30 p.m.