

Minutes

Committee for the Assessment of Student Learning

9/9/2016

10:00 a.m.

B108

Committee Members Present: Ginger Berry, Deanita Hicks, Ron Hutto, Rosemary Lowe, Robin Singleton (Committee Chair), Stacey Walker, Gary Yarbrough

Ex-Officio Members Present: June Walters, Deborah Parker

Committee Members Absent: Gene Bennett, Brenda Holifield, Tonya Pankey,

The meeting was called to order by the Committee Chair and the minutes of the March 17, 2016 minutes were presented for approval. A suggested correction was offered by Gary Yarbrough as follows:

Original statement: 1. The workload created from collecting data on at least one course level outcome each year.

Corrected statement: 1. The workload created from collecting data on all course level outcomes each semester.

A motion was made by Ron Hutto to approve the minutes with the correction. Rosemary Lowe seconded the motion and the motion carried.

Item 1: Committee Membership

The current standing committee structure for the Assessment of Student Learning Committee, ANC Rule 2.3, was presented to the members by the Committee Chair for review. Discussions ensued as to whether or not the current structure included in the policy should be updated and if so, what the structure should be. It was determined that the membership of the committee should be limited to individuals who are directly involved with college student learning, with subcommittees appointed from members or non-members as needed. It was proposed that the structure of the committee be updated to include faculty from each academic division (which may include part-time faculty members), division deans/managers, and additional appointments as needed.

A motion was made by Gary Yarbrough to accept the proposed structure. Deanita Hicks seconded the motion and the motion carried.

The 2016-2017 members of the committee were appointed. A list of the new membership is attached as Appendix A.

Minutes

Item 2: Institutional Rubrics

Under ANC's new assessment method, the key performance indicators for each institutional learning outcome in all courses will be rated with a common rubric. The Committee Chair brought examples of rubrics to begin the discussion for creating a Communication Fluency rubric, which is the institutional learning outcome that is being assessed in Phase 1 of the new five-year assessment cycle. The examples were from Lincoln Land Community College (<http://www.llcc.edu/assessment/rubrics-general-education/>) and the VALUE rubrics (<https://www.aacu.org/value/rubrics>), which were developed as a campus-based assessment initiative sponsored by the Association of American Colleges and Universities.

A method to create these common rubrics was discussed. It was decided that a subcommittee, chaired by Deanita Hicks, would begin developing the rubric for Communication Fluency. The committee would consist of at least one representative from each of the three academic divisions with the remainder being selected by the subcommittee chair to include speech and English faculty and possibly a history faculty member and others who would like to volunteer. A date of October 4 was set for having a draft of the Communication Fluency rubric. This process is to be used as a pilot to determine if the remaining institutional outcome rubrics should be created using the same process.

Item 3: Other Business

In other business, Gary Yarbrough presented committee members with a table showing conventional sample sizes for populations from 10-1500. The sample sizes in the table were based on a 95% confidence level and a random sampling methodology. The table was presented as an example of sample sizes used in assessment and to inform the decision for determining sample sizes in ANC's assessment process. He also distributed to each committee member a portion of the publication entitled, "Levels of Assessment, From the Student to the Institution." It is a publication of the Association of American Colleges and Universities that was presented as a possible resource to help faculty members gain a better understanding of assessment.

The committee was also presented with a list of questions elicited from Arts and Sciences faculty by their Dean, Deanita Hicks regarding areas of confusion with the assessment process. Mrs. Walters agreed to prepare answers to the questions for the faculty members.

A motion to adjourn was made by Ginger Berry and seconded by Ron Hutto. The motion carried and the meeting was adjourned at approximately 11:45 a.m.

**Committee for the Assessment of Student Learning (CASL)
2016-2017 Members**

Name	Division/Representation
Gene Bennett	Allied Technologies – Associate Vice President
Ginger Berry	Arts and Sciences - Faculty
Deanita Hicks	Arts and Sciences – Division Dean
Brenda Holifield	Allied Health – Division Dean
Ron Hutto	Part-Time Faculty
Tonya Pankey	Allied Health - Faculty
Rob Semmel	Allied Technologies - Faculty
Robin Singleton, Committee Chair	Effectiveness, Assessment, & Planning – Dean
Stacey Walker	Allied Technologies – Additional Appointment
Gary Yarbrough	Arts and Sciences - Faculty
<i>Ex-Officio Members:</i>	
June Walters	Chief Academic Officer
Deborah Parker	Assistant Chief Academic Officer