

## Assessment Committee Meeting Minutes

Date: October 23, 2012

Location: EIT 208

Present: Dave Douglas, David Ellefsen, Jonathan Foster, Cathy Fulkerson, Cherie Jacques, Rick Mackey, Mike McFarlane, Laura Pike

Start: 11:00 am

### Introductions

Each committee member introduced self

### Actions and Discussions:

#### -Discussion of Course Assessment Report document

Cathy informed committee that changes have been made concerning addition of "criterion for achievement" and "Criterion Met Yes/No."

#### -Discussion of clarification of instructions under "Steps in the process"

Suggested and decided that clarification is needed relative to bullet point that states "percentage of students at certain levels on each question." The bullet point should be revised to state clearly that data should be collected only on questions intended for use as assessment measures.

Suggested that final bullet point under "Steps in the Process" be revised to clarify that assessments for both semesters are uploaded at the same time (at end of spring semester).

#### -Discussion of percentages/numbers of faculty that submitted assessments last year

Numbers or percentages were not available at this time. Cathy Fulkerson should have these available in near future.

-Discussion of Course Assessment Report form completion and role of department chairs

Committee reported dissatisfaction of department chairs concerning requirement of reviewing reports. Clarified by Mike McFarland that all department chairs have to do is see that reports were completed and sign. This is to ensure that assessments are being completed. Should be clarified that department chairs are not being asked to pass judgment on assessment outcomes. Instead, they are being asked to review that assessments have been completed and turned in.

-Discussion of adjunct course assessments

Issue raised that clarification and more discussion of assessments of courses by adjuncts. The committee needs to set a goal of spelling out the adjunct course assessment process. Idea presented to tie adjunct course assessments to adjunct evaluation process. Require adjuncts to assess courses taught at time of required evaluations.

This resulted in discussion of assessment policy and procedure wording. Question posed of how do we adjust wording of policy and procedure to clarify adjunct assessment. Suggestion made that wording changed to "all instructors under annual contract" and then "all courses every five years." This must be taken to faculty senate. Decision made to try and have new wording ready for committee approval at next meeting.

Committee also discussed assessment policy and procedure wording concerning instructor responsibility and department head responsibility. Decided that committee should add procedures that clarify instructor responsibility and department chair responsibility. Specifically new procedure should note that the Course Assessment Report goes to the department chair for review. Again, it should be emphasized that chairs are not being asked to critically review assessment outcomes. They are being asked to check off on completion and submission of course assessments.

-Discussion of next meeting scheduling.

Next meeting set for Tuesday, November 13, 11:00 am.

-Distribution of previous year's assessment reports for committee review by next meeting

Meeting adjourned at 12:10 pm