# Learning Assessment Committee

# Edison State College

# Meeting Minutes

**U-102**

**September 20, 2013**

1. Call to order

**Marty called to order the regular meeting of the Assessment Committee at 2:00PM on** September 20, 2013 at U-102 Lee Campus.

1. Roll call

Jennifer Cohen conducted a roll call. The following persons were present: Amy Trogan, Ron Smith, Sindee Karpel, Fernando Mayoral, Joyce Rollins, Eric Seelau, John Meyer, Richard Worch, Jane Bigelow, Kevin Coughlin, Susan Hibbard, Megan Just, Stuart Brown, Don Ransford, Jennifer Cohen, Wendy Chase, Roy Hepner, Thomas Donaldson, Katie Paschall, and Karen Maguire.

1. Approval of minutes from last meeting

Jennifer Cohen read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
2. A new member was proposed: Megan Just from Research Technology and Accountability. A motion was made to admit Megan; it passed unanimously. The committee discussed adding Bonnie Lawler, as an adjunct coordinator, to the committee; however, the group agreed that the departments were well represented by the committee members and respectfully declined to add Bonnie.
3. The question was posed whether the committee represents departments (for course-level assessment) or people (for class-level assessment). The committee agreed to ask for further clarification from Dr. Wright.
4. Alternative assessments outside multiple-choice tests were discussed as a option for course-level assessment.
5. New business
6. Committee membership and chair position (housekeeping) were discussed with a term limit set to two years for Chair and three years for committee members. Consensus Approved.
7. Program Level assessment was discussed as not under the charge for the committee, except as it relates to course level assessment. The committee also discussed that, at present, General Education is not a priority (as per the direction of the VPAA/Provost).
8. A presentation was given by Susan Hibbard on program-level assessment. She pointed out that SACS requires the College to have a continuous improvement cycle with operational and student learning outcomes, assessment of the outcomes, and use of results. Dr. Hibbard stressed that sharing and using results from the assessments for continuous improvement is important. Currently, the College is using Compliance Assistance for housing the Effectiveness Plans and Reports.
9. Dr. Hibbard also mentioned that the AA program must have an effectiveness plan. The process by which these plans are formulated and disseminated was discussed with a few questions as to the process of how the Deans send out information to faculty. A motion was made to have the Dean of Arts, Humanities and Social Sciences and the Dean of Pure and Applied Sciences to send out effectiveness plans to Department Chairs and then have them send out to faculty.
10. The committee then discussed moving from SPOL to the Compliance Assistance Tool.

**Committee Recommendation**: **Copies of** **Effectiveness Plans and Reports should be available through a web-based tool: Canvas.**

1. There are SACS-conference workshops available in Atlanta in December: the committee agreed that sending members from the committee would be helpful for planning faculty assessment training (including train the trainer). Marty Ambrose agreed to ask Dr. Wright to see if there were available funds.
2. The committee discussed the use of rubrics on Canvas to gather assessment data; Richard Worch suggested asking Dobin to the next committee meeting to present these tools.

**Action Item: Ask Dobin to give a brief presentation to the committee during the October meeting, so faculty can bring back to their department meetings.**

1. It was pointed out that with dual enrollment assessment data must be collected and stored for two years. The issue of continuous improvement was also discussed.

**Action Item: We have an area on Canvas for departments post their assessments and rubrics in one central area to share and learn from each other.**

Richard Worch suggested that we have a flowchart created to show how the data flows into continuous improvement; he will present it at the October meeting.

1. Adjournment

Marty adjourned the meeting at 3:15PM. Next Meeting October 18th, 2013

Minutes submitted by: Jennifer Cohen

Minutes approved by: [Name]