

Minutes: QEP Assessment Subcommittee  
 Wednesday, December 12, 2012  
 1:00-2:00 p.m.  
 S-262D

Eileen DeLuca-co-chair	<b><i>Present</i></b>	Scott Van Selow	<b><i>Present</i></b>
Kevin Coughlin-co-chair	<b><i>Present</i></b>	Amy Trogan	<b><i>Present</i></b>
Crystal Revak	<b><i>Present</i></b>	Susan Marcy	<b><i>Present</i></b>
Monica Moore	<b><i>Present</i></b>		

1. Focus Groups: The committee discussed the focus group sessions. Three focus group sessions were held on Lee Campus, one on Charlotte campus and one on Hendry-Glades. A focus group session was scheduled on Collier, but no students attended. We have received the data from the Lee Campus and the Charlotte campus sessions We are waiting on data from Hendry/Glades. The focus group leaders shared their general impressions. Amy noted that the student participants were very thoughtful and impressive. Monica noted that attendance could have been better, but overall she thinks it is a good idea to continue to hold the sessions. She noted some of the concerns expressed by the students such as some feeling “forced” to engage in college activities due to the Passport Assignment. Also, there were some complaints about the cost of the textbook; students feel if they buy it, then it should be used in class. Kevin noted that there were a spectrum of responses; some students had a positive experience with the Peer Architects, and others were negative. Also, the students had various opinions about the scheduling of the course sections. Scott suggested that for future sessions, we may want to schedule conference rooms, or classrooms with tables that can be arranged in a circle to creating a better dynamic. Other trends noted from the initial data:
  - Many students noted that learning about “Time Management” was a positive and/or significant component of the course. This was also mentioned frequently when students were asked which aspects of the course helped them achieve their academic or career goals.
  - Many students had a positive experience with their professor.
  - Most comments about Peer Architects were positive but vague. Those who were specific mentioned that the PA’s provided assistance outside of class, reminded them to do homework, gave counseling, and acted as a liaison with the professor. They also noted that the PA’s knew “what we are going through.”
  - Students were positive about learning Critical Thinking and the journals.
  - Group Projects received mixed reviews. Some saw the benefits of learning group communication skills, others found working in groups to be frustrating. Finally, some students found public speaking to be a challenge.

- Passport assignment received mixed reviews. Some students found the assignment to be time consuming and/or felt forced to socialize. Other students found the assignment enjoyable and useful.

Based on these data, the group discussed ways to infuse more time management strategies into the course such as reviewing Calendar in Canvas, having students use course schedules to enter assignments into planners, creating a weekly schedule and evaluating time usage, etc.

2. We have a college-wide Peer Architect focus group scheduled for Thursday, December 13. Twelve Peer Architects have registered to participate and two non-SLS faculty have volunteered to lead the session. The committee reviewed the focus group protocol for the Peer Architect focus group session.
3. The committee discussed the Success Strategies Rubric Standardization/Revision session. Eileen and seven faculty members participated in a rubric standardization and revision session on December 1. After going through a rubric analysis exercise, the team revised the Group Project Guidelines and the rubric (see attached). They also revised the former "Passport" assignment guidelines and designed a rubric for scoring the assignment. The new "Edison GPS" (Go, Picture, Scribe) assignment guidelines and rubric are attached. These rubrics will be uploaded into the SLS 1515 Master Template for Canvas for all sections beginning in spring 2013. The Assessment Subcommittee reviewed and discussed the new assignment guidelines. Scott suggested that students be given many opportunities to speak in front of classmates leading up to the group project to reduce anxiety about speaking in front of the class. Amy suggested the expectations for the presentation be made simple and clear. There shouldn't be a heavy emphasis on the "public speaking" aspect.
4. Update on Success Strategy Survey Administration: Based on feedback from the November meeting, final revisions were made to the Success Strategy survey. Eileen sent the final version to Crystal who sent it out to students on all campuses on Monday, December 10. The survey will close next week. We will review the data at the January meeting.
5. Update on CCTDI and SmarterMeasure post-tests: Monica reported that all SLS 1515 classes have completed the CCTDI and SmarterMeasure post-tests. Faculty were directed to have students complete both assessments on campus. Both assessments will officially close on Friday, December 14, to allow students who were absent during the administration to make an appointment to complete the assessments on campus. After the inventories are closed, we will send the pre-/post data to the IRPE for analysis. We will analyze and discuss the results early in the spring.
6. Update on fall term rubric data: Most of the faculty scheduled the final essays to be due this week. Early next week, Eileen will meet with Dobin to pull the rubric data for the group project, journals, and the final essay. Eileen will work with the spreadsheets to determine the mean scores for each criterion. We will review the results early in the spring. Scott and Kevin volunteered to attend the meeting with Dobin.

7. Update on Training completion and evaluation data: The Training and Development Subcommittee is running staff and faculty trainings on Wednesday, December 12 and Thursday, December 13. Early next week, Rudy and Eileen will work on updating the training completers spreadsheet. Those that have completed all required modules will be sent the follow-up training survey. The Assessment Subcommittee will review the results in January.
8. Meeting Dates/Times for Spring: Eileen polled the members to see if they were willing to continue participation in the spring. The group agreed that Wednesday would still be a good day to meet. Scott suggested moving the time to 2:00-3:00. Eileen will set up dates and reserve the room.

Minutes submitted by Eileen DeLuca