**Professional Development Subcommittee of Learning Assessment   
Minutes for November 4 12:00-1:00, AA-225**

**Members:** Dr. Richard Worch, Dr. Sarah Lublink, Professor Jane Charles, Dr. Kristi Moran, Dr. John Connell, Professor Margaret Kruger

**Guests:** Professor Myra Walters and Dr. Melissa Rizzuto

**1. Review Charge of Subcommittee**

* Charge 1: Participate as one of the facilitators of the online Assessment 101 workshop
  + Dr. Rizzuto will give group a preview.
    - <https://fsw.instructure.com/courses/967477>
  + Dr. Rizzuto will update on current completers and enrollees.
    - Completed: 37 (not unique)
      * 7 completed all three, 5 completed two, and 5 completed one
      * Assessment 101 - 17
      * Program and Course Level Assessment - 10
      * General Education Assessment - 10
    - Enrolled: 38 (15 have not submitted any assignments yet)
  + Dr. Rizzuto and Professor Walters will gather feedback on continued implementation.
    - Sub-committee asked if they should complete the course. Prof. Walters encouraged them to participate and provide feedback. New members were not familiar with the content.
  + Group will discuss possibility of integrating Assessment 101 into New Faculty Seminar.
    - Prof. Kruger believes this is critical for health professions, since many do not come from an academic or education background so may not be familiar with assessment ideas and principles.
    - Recommended having a speaker come in rather than use the online workshop, possibly Dr. DeLuca or Dr. Van Gaalen. If they miss the session they should be encouraged to complete it online.
    - Dr. Worch reminded the committee that many existing faculty have learned a lot from department specific assessment sessions but this did not reach new faculty. Perhaps sharing some department-specific presentations online would be beneficial.
      * Prof. Kruger also agreed this would be helpful for those not present for live department sessions, in addition to new faculty.
      * Include a straight evaluation of the content if offered online, but do not require a test or anything more than those attending in person.
    - Dr. Worch suggested creating a web page with terminology that everyone on the campus can review and understand. Related to all areas, including assessment. (Ex. QEP, SOS, PD, etc…)
  + Discussion and comments from Myra:
    - Myra discussed the current schedule for the New Faculty Seminar so group knows what they are reviewing.
    - What is included and can discuss whether we should incorporate an Interactive workshop on assessment and use Assessment 101 for people who are unable to attend or simply incorporate the online assessment
    - How do we incorporate some type of accountability?
* Charge 2: Attain feedback from faculty on professional development needs and interests.
  + Group will discuss ways for subcommittee members to gather and share this feedback with Professor Walters and Dr. Rizzuto.
    - The PD committee has reorganized into sub committees.
    - It may be helpful to have the LAC PD subcommittee on and PD sub-committee for Assessment and Programming meet to share and discuss appropriate information
    - Dr. Worch suggested doing this through department meetings, including pizza. Start with brainstorming and find out where they are uncomfortable and how can existing training help or what needs to be created.
    - Myra would like to discuss holding a focus group with refreshments rather than doing another survey. Suggestion for wine and cheese.
    - Take opportunities to bring people together.
    - Dr. Lublink asked if we could get mileage coverage for those on other campuses? Myra Walters will check on this and include this in an announcement for any focus groups.
    - Prof. Connell plans to talk to the faculty he sees regularly and talk to them to solicit their ideas. Talking to our colleagues and bringing information back to the group.
    - Dr. Moran mentioned the DE instructors and how their email is turned off and they feel disconnected., The same can happen to adjuncts because they cannot always attend department meetings. Dr. Moran has some experience with the transition from K-12/DE to community college classrooms, especially related to college appropriate behaviors. The prep courses took place in the high schools.
  + Charge 3: Implement faculty feedback attained through assessment-related professional development offerings.
    - Professor Walters and Dr. Rizzuto will share information about current Academic Integrity offerings as response to General Education assessment.
      * Part I - Administrator Panel Discussion - 59 attendees
      * Part II - Dr. Harris Prevention Workshop - 17 attendees
      * Part III - Prof. Walters Flipped Workshop on November 15th
      * We are planning to have at least a couple more workshops on “Academic Integrity” next semester. Myra encouraged the subcommittee to help us to promote these sessions.
  + Charge 4: Develop and coordinate assessment-related professional development opportunities with FSW Teaching and Learning Center
    - Professor Walters and Dr. Rizzuto will gather ideas for workshops and volunteers for facilitators.
    - Dr. Worch shared that it seems there are still many faculty who do not understand why or how we do assessment. Could we produce a short video (under 5-minutes)? Start with Susan Hibbard, then compliance assist, who is responsible, to common assessments, etc… Require deans to show the video in department meetings so everyone is exposed.
    - Suggestions to make it humorous.

**2. Summarize Discussion and List Action Items**