

## **Learning Assessment Committee**

### **Minutes**

**November 21, 2014**

**Members Present:** Eileen DeLuca, , Richard Worch, Caroline Seefchak, Marty Ambrose, Amy Trogan, Stuart Brown, Fernando Mayoral, Joe Van Gaalen, Tom Donaldson, Jane Bigelow, Katie Paschall, Barbara Miley , Don Ransford, Peggy Romeo, Colleen Moore, and Ron Smith.

**Members Absent:** Jennifer Cohen, Sarah Lublink, John Meyer, Eric Seelau

**Guest:** Crystal Revak

Marty called the meeting to order.

- Tom Donaldson motioned to approve minutes from October 17, 2014, meeting; Stuart Brown 2<sup>nd</sup>.
- Marty introduced and welcomed to Colleen Moore—the new Health Sciences representative; she gave a brief update on assessment in her discipline.
- The Committee looked over College Service Form and discussed revisions. Jane Bigelow made a motion to approve form with revisions; Amy Trogan 2<sup>nd</sup>.
- Eileen DeLuca gave an update on the following items:
  - Dr. Wright approved budget request for one Learning Assessment Committee member to attend SACSCOC conference. This budget will be separate from Professional Development Committee budget. Eileen will also submit a budget request for 3-4 members to attend the state assessment conference and will update the committee about Dr. Wright's response.

- Susan Hibbard reported that no staff have been given permission to use program reviews and Compliance Assist data as part of a dissertation study. They discussed the role of the Office of Effectiveness in program reviews. The Office of Effectiveness oversees completeness and timely submission of program reviews. The OE also provides workshops to support faculty writing program level and student learning outcomes. The LAC Committee and Academic Assessment staff will also provide support for program review as it relates to course-level and General Education assessment.
- The Committee reviewed the November Assessment Newsletter: Discussion ensued as to whether we can move the SAC meetings to Friday before Department Meetings next semester. Eileen DeLuca and Marty Ambrose will pursue this suggestion. Also, discussion occurred regarding disseminating the draft of newsletter and minutes well in advance of LAC meetings--ideally before Department Meetings.
- The committee reviewed a list of featured faculty for upcoming newsletters. Amy Trogan motioned to approve; Richard Worch, 2<sup>nd</sup>. The approved list is as follows:

***November:***

Horaldo Fontaine (Lee/Humanities Faculty)

***January:***

Cynthia Chausse (Charlotte/Social Sciences Faculty)

***February:***

Doug Nay (Lee/Bus & Tech – MAN 4270)

***March:***

Caroline Seefchak (Lee/Education – RED 4519)

***April:***

Faculty Group Assignment SLS 1515 (several campuses)

- Discussion of Gen. Ed. Assignments and Scoring Team Grid:
  - Scoring teams need to be in place by January. Discussion occurred as to whether Assessment Coordinators will be paid to score. The original job description was examined and the task was not included. Since it was not in the original job description, this committee would support that Assessment Coordinators be paid same as other participating faculty. This may change next year.
  - Committee members began volunteering to lead various Scoring Teams, but it was eventually decided that teams would be posted on Canvas and members can volunteer then.
  - The Committee reviewed a draft of the “Assessment 101” Training for Spring - Eric Seelau and Amy Trogan worked on this draft. Since new faculty may not have a grasp of the “big picture,” we need to take advantage of New Faculty seminar in spring. The training will occur in a three-part Assessment 101 Series:
    - Eileen’s Assessment Overview that she gave in May, 2014 (the presentation was to the Chairs). This presentation would cover “big picture” and the College’s assessment needs.
    - Gen. Ed. Assessment overview (including future plans and SACS)
    - Streamlining Assessment (how faculty can use an assignment to meet both course and program level assessment, as well as Gen. Ed.)
- Eileen introduced Crystal Revak. Crystal is now invited to join all SAC meetings. Crystal, Eileen, and Joe will work together to support faculty in Course Level and Gen. Ed. Assessment.
- Tom Donaldson suggested Assessment Coordinators need to be included as point-person for assessment instead of Department Chair. Some

Assessment Coordinators feel they are bypassed and, therefore, out of the loop as to what is actually happening.

- Don Ransford announced that in June, a Gen. Ed. Assessment Institute will be conducted in Oklahoma; he asked the Committee for consent to work on this with Curriculum Committee Subcommittee to redesign Gen. Ed. Program. All LAC members agreed.
- Marty Ambrose made a motion to adjourn and wished everyone a happy holiday; Carolyn Seefchak, 2<sup>nd</sup>.

The meeting adjourned 2:33 p.m.

Submitted by Peggy Romeo and Marty Ambrose