

# MINUTES – *Senate Committee on Academic Assessment*

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**September 11, 2009**

**1. Call to Order**

1.1 Carolyn Warren called the meeting to order at 1:00 p.m. in room C283.

**2. Attendance**

Attendees: Carolyn Warren-Chair; Barb Stoll-Vice-Chair; Melissa Knapp, Rhonda Basinger, Gary Shupe, Patrick Fodor and Bill Flier-Committee members; Sharon Bigelow, Phil Conover and Dave Rigsbee-Resource members; Dr. Staats-Ex-Officio; and Liz Akers-Recorder.

Absent: Lisa Tournear-Committee member; David Shinn-Resource member; and Josh Welker-Ex-Officio.

**3. Introductions/Welcome**

3.1 New members:

A cordial welcome was given to the new members. New members include Gary Shupe, Lisa Tournear; Patrick Fodor and Barb Stoll (returning members).

3.2 Resource members:

A welcome was also given to the returning committee members and to Sharon Bigelow and David Rigsbee for volunteering to stay on as resource members, and to Dr. Staats and Phil Conover.

3.3 The new Institutional Researcher, Josh Welker, will serve as Ex-Officio. He will assist the committee to analyze data.

**4. Minutes Approved**

4.1 Motion: Minutes approved as written.

Moved: Barb Stoll

Second: Patrick Fodor

Approved

A question was raised about why the minutes aren't posted on the Faculty Senate web site. The minutes are not posted until they have been approved. The minutes can be made available for both the Faculty Senate web site and the assessment website.

**5. Special Guests**

5.1 None

## 6. Sub-Committees

### 6.1 New Sub-Committees Members:

According to the Procedures Manual, the new members are immediately moved into one of the sub-committees. The procedure in place is that the newly elected member will serve on a sub-committee with a returning member as chair, to have continuity for the sub-committees.

Training Sub-Committee-Gary Shupe will join Rhonda Basinger (returning member, chair)  
Gen Ed Sub-Committee-Patrick Fodor will join Melissa Knapp (returning member, chair)  
CTWE Sub-Committee-Lisa Tournear will join Bill Flier (returning member, chair)  
Barb Stoll will serve as the Vice-Chair and will move into the chair position next year.

Motion: To place new members into the various sub-committees.

Moved-Patrick Fodor

Second-Dave Rigsbee

Approved

### 6.2 Training Sub-Committee-Rhonda Basinger-Chair, Gary Shupe

No report

### 6.3 Gen Ed Sub-Committee-Melissa Knapp-Chair, Patrick Fodor

The entire sub-committee has not met yet, but have begun to work with department chairs early in the term, based on actions taken at the last meeting of the previous term. The two tasks that require immediate work relate to the Gen Ed Goals that are scheduled to be assessed at the end of this semester.

First – Assessment of GEG 4.1, Critical Thinking-Verbal Logic Focus, was moved from May 2009 to December, 2009 and GEG 1, Student Values of Culture is being piloted this semester. The pilot for that GEG 1 is right on track. We have selected the major world religion classes and put together a standard assignment for all those sections of the class so those on campus here, other campuses, and online will all be assessed.

Second – Patrick Fodor met with the chair of the Social Science Department to notify him that GEG 4.1 will be assessed this December. Patrick presented an explanation of the assessment criteria that was approved in the SCAA on 5/11/09. Logistics for the assessment and sample rubrics were discussed. The department chair expressed great concern about the premise of having artifacts collected across different sections of a course being taught by different instructors being unworkable and that he wouldn't support it.

Discussion followed:

Similar reactions have come from the CTWE programs but various SCAA members are working to assist department chairs and directors in how to assess and report data collected so progress is being made. Now the resistance is coming from various people who deal with assessment of General Education Goals.

A reminder was given that SCAA is a group that coordinates and assists with the documentation of assessment that is being done across the College. It's not the committee's purpose to do the assessment. That responsibility belongs to the faculty in the program areas. Those who are

teaching these courses are the experts and they're the ones who are most qualified to do their own assessment, starting with the way to measure the learning outcome, such as the development of a rubric. The document, Explanation of Assessment Criteria of Collecting Artifacts, approved in SCAA in May, 2009, is an excellent document to assist with preparing to measure student learning outcomes.

The social science department chair expressed concern about violating the freedom of instructors. To resolve this issue, the department chair feels that each instructor would have to develop a separate rubric and a separate way of assessing the GEG. The department chair refuses to do it himself as chair or to make such a request to the faculty. Patrick explained that this procedure does not allow for an accurate picture of what students are learning in a particular course.

The goals and outcomes for classes are listed in the syllabus because teachers teaching the same course, in different sections, should still be teaching the same material, just using different methodologies. The course catalog explains what these courses are going to teach. It has to be demonstrated that they actually teach what is listed on the matrix. While the matrix has to be updated, each department has identified on the matrix what GEG is covered in each course. They must also measure student learning of the GEG with relevant artifacts.

The faculty, thus the College, is not being honest with the public or the students who take those courses when we say students are learning certain skills. However, the students might be learning the skill with one instructor but not another one.

Overall, the problem seems to be misperception of assessment. Assessment is not evaluating the methodology or an individual instructor. Assessment is determining the extent to which students have learned a predetermined skill.

Another concern by SCAA and department chairs is that the chairs get the information about when the assessment will be done on the GEG affecting their department. The best plan will be to inform them one semester ahead of the semester that assessment will be done. This allows instructors to put any necessary information in the syllabus. It is important to keep class expectations the same throughout the term. If work is not started on this, we won't be ready for assessment even in May, 2010.

Carolyn handed out the current timeline for assessing all the GEGs, revised on Dec 12, 2008. GEG 4.1 – Critical Thinking/Verbal Logic Focus was supposed to be piloted in May of this year but it had to be rescheduled for December. SCAA has offered to assist with the process and the development of a rubric. We have stressed that there are other ways to assess than with a rubric, but no one has pursued or developed the option. The individual departments should be the ones to develop a new method. SCAA has asked that department chairs to attend the SCAA meetings when we are assessing a goal that fits within their area. They would serve as a resource, which would involve their department faculty and open the channels of communication. However, the resistance to assessment continues. It is now September and there's still nothing in place.

Carolyn commented that a person with higher authority than a SCCA member would need to speak to the department chair to stress the importance of getting the assessment done and that without assessment we wouldn't be able to get accreditation.

Dr. Staats requested that Carolyn set up a meeting with Dr. Staats, David Shinn, Patrick Fodor, Carolyn and the social science department chair to discuss assessment. The purpose of the meeting will be to clarify the concerns, offer assistance, and stress the importance of commitment to assessment.

#### 6.4 CTWE Sub-Committee-Bill Fler-Chair, Lisa Tournear

Bill Fler met with Barb Stoll to discuss the status of the CTWE assessment after the Assessment Day on May 19. On May 19, 10 out of the 15 CTWE faculty responsible for reporting on programs attended the meeting. The 5 faculty who were not present will be contacted and offered further assistance. At this time out of 40 programs, 5 are complete. The reports and all documentation are in the computer. Four have started the first part of the process and 8 will complete everything by the end of the December Assessment. All the information will be put in the assessment section on the College web site.

The problem is the overwhelming volume of data that has been collected. Most programs are assessing student learning but the clerical aspect of creating reports is time consuming.

### 7. Other Action Items

#### 7.1 Access to Network Technology for SCAA

Last year Barb Stoll worked with Gina Chapman from Information Services to set up an X-drive location for SCAA. A number of people involved in SCAA were given access to the X-drive by Gina putting two short cuts on their desktop. These are shown as "SCAA on ball" and "CTWE on ball". It was suggested that others should have access for use. Barb stated that "SCAA on Ball" and "CTWE on Ball" are currently read-only access and there was never the intention for everyone to have access. Barb will speak with Gina to possibly add a shortcut so anyone can use but it would still be read only.

Barb will have a report at next meeting if there is a change on the CTWE on Ball.

#### 7.2 General Education Matrix

Randy Greenwell was working on updating the GEG matrix before he left, by asking each department chair what GEG was being addressed by their courses. Only four departments responded. David Shinn will continue to update the matrix by revisiting each chair. He will stress that if the department is going to claim a GEG for a course, they will have to demonstrate that the students can create an artifact to assess the learning outcome.

#### 7.3 Date of the December Assessment

An official date needs to be set so the committee always know when that assessment day is going to be.

Motion: To establish a set day for the college-wide assessment as the Tuesday after the Monday that grades are turned in at the end of each semester as the college assessment day.

Moved: Patrick Fodor  
Second: Barb Stoll

December 15 will be the date for the Assessment Day this semester.

## **8. Other Reports**

8.1 Results/Feedback from previous Assessment-Dr. Shinn.  
No report

8.2 Selection of a work study student for CTWE programs

Carolyn spoke with Judy Litchfield regarding the availability of a work study student for this year. Vickie Stewart was the student worker last semester, but money was not available through work study and she was paid by the college. There are 3 applicants available through work study this year. Carolyn will work with Barb Stoll and Bill Fler to proceed in the selection and hiring process.

Discussion:

The question was raised about whether the selected person would be available to work with other sub-committees. It was the feeling that the work study student could assist other programs if the request came through the whole SCAA and one person on SCAA coordinates the student's schedule. Preference should be given to the work of CTWE faculty who are responsible for assessment of programs. Work for other sub-committees can be done if time is available.

Motion: To allow the work study student to work with other SCAA sub-committees if time is available after working with CTWE assessment.

Moved: Barb Stoll  
Second: Sharon Bigelow

C264 has been designated as the new assessment room. The office has been cleared out and two new file cabinets and a desk have been moved in. Currently there is no computer in the office but Carolyn will make another request for one. The key for C264 is in the storage closet in C281. Anyone can ask Rita Bence if you have trouble finding it.

8.3 Preparation for the next accreditation self-study:

David Shinn would like to know who will attend the Higher Learning Commission meeting in the later part of March or the first part of April, 2010. The invitation will be open to all faculty. The college is preparing to set up a steering committee for the accreditation self-study. The people on the steering committee are expected to attend and need to be available for the HLC meeting and commit to taking the lead on the self-study. Please contact Carolyn Warren if you plan to attend. The college would like to achieve accreditation without another focus visit.

## **9. Other Items**

9.1 Carolyn will check with Sarah Laaker about whether the library received the grant and report back at next meeting.

## **10. Announcements**

10.1 Updating timeline for GEG.

We are ending the first cycle of assessing each GEG, which started in May 2005. Looking ahead at the next cycle, we need to revise the timeline based on what we learned this first time. For example, assessment of GEG 6.2 needs to be moved to an earlier time on the next timeline.

**11. Next meeting notification**

11.1 Determination of the standard meeting date for the SCAA.

Motion: To set the meeting dates for the second Friday of each month at 1:00.

Moved: Barb Stoll

Failed for lack of a Second

New Motion: To set the meeting date on the same day as Faculty Senate, which is the first Friday of each month, at 9:00.

Moved: Barb Stoll

Second: Patrick Fodor

Approved with stipulation that this would be tried for the October meeting and discussed further.

The next meeting will be Friday, October 2 at 9:00.

**12. Adjournment**

The **Senate Committee on Academic Assessment adjourned at 2:30 p.m.**

Moved: Carolyn Warren

Second: Sharon Bigelow

Approved

**Submitted 9/18/09**

**Liz Akers**

**Edited 9/30/09**

**Carolyn Warren**