

MINUTES – *Senate Committee on Academic Assessment*

November 13, 2009

1. Call to Order

1.1 Carolyn Warren called the meeting to order at 9:05 a.m. in room C283.

2. Attendance

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

Absent: Lisa Tournear-Committee member and David Shinn-Resource member

3. Introductions/Welcome

3.1 No new members

4. Minutes Approval

4.1 Motion: Approve minutes from the October 2, 2009 meeting.

Moved: Barb Stoll

Second: Patrick Fodor

Approved

5. Special Guests

5.1 None

6. Sub-Committees

6.1 Training Sub-Committee-Rhonda Basinger-Chair, Gary Shupe

- Committee members were asked to review the rubric designed by Dave Palmer.
- Dave Palmer will train for GEG 8.1.

Discussion:

The question was raised about whether students should have access to the rubric to use with their assignments. While some students may be influenced negatively by having the rubric ahead of time, the rubric allows the students to know what is expected for the assignment. This semester with GEG 8.1, the rubric had not been created until after assignment was given to students.

Motion: The second cycle of assessment students will be given the rubric when they receive their assignments.

Moved: Rhonda Basinger

Second: Patrick Fodor

Approved

As stated in the Procedures Manual, the Training Committee would like to have some artifacts for review before assessment day. They would like the scored samples so they can be used during the training. The scored samples have been used in the past, but for this particular assignment, artifacts will be turned late in semester.

Carolyn reported that she had met with the Social Science Department as they worked on developing their plans for assessing GEG 4.1. One associate faculty member has been assessing critical thinking in the classes she is teaching and the entire group may be able to benefit from her work. They are considering using her rubric and refining it for use by the whole department.

Developmental Ed will use the Compass test for assessment and will assess math concepts using pre-test-post-test method. Bill Flear will work with Josh Welker to share what information Dev Ed wants displayed on the form. He will bring information to next meeting.

6.2 Gen Ed Sub-Committee-Melissa Knapp-Chair, Patrick Fodor

- Making plans for assessment and trying to decide on the budget (\$4 per person)
- 10-12 readers will be needed (open first to instructors teaching a Humanities course)
- A message will be sent out for readers. Liz will take names and report the information back to Barb Stoll.
- Assessment Day is December 15 from 8:00 – 3:00 (or until reading is completed)

6.3 CTWE Sub-Committee-Bill Flear-Chair

The committee has considered the applications of 3 student workers and none are available for the position. The committee is in the process of reviewing more applications, still interested in having a student worker. According to people in Human Resources, it is possible to hire 2 student workers, if we want them. Bill will report back at next meeting.

Phil Conover is working with Barb Stoll on CTWE assessment. Barb is assisting the individuals in charge of programs, urging their involvement on Assessment Day. Barb will inform Melissa Knapp of the number of people from CTWE who will be here for Assessment Day, in order to have the right amount of food available.

7. Other Action Items

7.1 Resignation of Lisa Tournear from SCAA

Lisa Tournear sent a letter of resignation to SCAA. Her resignation letter will be forwarded to Faculty Senate because she was elected through their committee. The committee will need to find a replacement for her.

The committee agreed that someone from nursing needs to be active on the CTWE subcommittee. However, Dave Rigsbee is already serving as a resource person and he volunteered to fill the position for the rest of the term (1 ½ years) or until the position is filled. It was suggested that Carolyn share this information with Faculty Senate and to recommend that David Rigsbee finish the year (until May, 2010), as Lisa's replacement.

8. Other Items

8.1 General Education Matrix

No report

8.2 Results from the May 2009 Assessment-Josh Welker

Josh Welker reported on the Assessment of GEG 8.1: Humanities, from the May 2009 reading. He explained the differences from Table 1 and Table 2 and the inter-rater reliability results. The committee will need this in electronic form on file for the HLC visit.

8.3 There will be a Higher Learning Commission meeting on April 9-13, 2010. Any one wishing to attend should inform Joan Larner as soon as possible.

It was asked how the money is to be budgeted. Dave Rigsbee stated that it will come out of each departmental budget. Carolyn is going to speak with Dave Shinn to recommend the importance of a budget for the SCAA committee

9. Announcements

9.1 Sara Laaker informed Carolyn that the library did not receive the grant they had applied for. They will continue to seek assessment material from sources outside the College.

10. Next meeting notification

11.1 Will meet at 8:45 -10 a.m. on December 11. Liz will reserve the room.

11. Adjournment

The **Senate Committee on Academic Assessment adjourned at 10:45 a.m.**

Moved: Carolyn Warren

Second: Sharon Bigelow

Approved

Submitted 11/13/09

Liz Akers

Edited 12/10/09

Carolyn Warren