

MINUTES – *Senate Committee on Academic Assessment*

September 09, 2011

1. Call to Order

1.1 Meeting was called to order at 8:45 a.m. by Rhonda Basinger in room C283.

2. Attendance

Present: Rhonda Basinger-Chair; Barb Stoll-Vice-Chair; Melissa Knapp, Bill Flear, Patrick Fodor, Nick Krizmanic, Gary Shupe, Sharon DeWitt - committee members; Marty Otto, David Rigsbee, Carolyn Warren, Cathy Myers-Resource members; Josh Welker, Bonnie Scranton-Ex-Officio member; Dr. David Shinn-Resource member.

Absent: Judy Taylor, Phil Conover-Resource members; Chris Duesdieker-SGA student member;

3. Introductions/Welcome

3.1 Sharon DeWitt was welcomed as an official member. She was approved in this position at the September Faculty Senate meeting.

Bonnie Scranton will also be joining the Assessment Committee as our representative from Student Services.

4. Minutes Approved

4.1 Motion: Approve the SCAA May 13, 2011 minutes.

Motion: Gary Shupe

Second: Bill Flear

Approved

5. Special Guests

5.1 Joyce Miller, President of Faculty Senate, will be attending as many meetings as she is able.

Pam Foust, Dean of CTWE, was welcomed. She will be attending meetings as her schedule permits.

6. Committee Reports

6.1 Training Sub-Committee- Nick Krizmanic, Gary Shupe

No report today. Feedback from GEG 3.1 will be presented at the next meeting.

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

Melissa discussed plans for assessing GEG 3.1 and GEG 5.2.

Demographic sheet – we have added a line for student names. We can guarantee the degree of confidentiality necessary for students. Josh and Cathy will be working on revisions to the demographic sheet and will get these revisions to us next week.

For GEG 5.2, we are looking into getting a network storage area for Speech instructors to store the speeches so we can assess them in December. The rubric to be used for this assessment was presented for discussion. It was noted that the inter-rater reliability may have been a little low in 2005. Training processes have improved, so we can compare to this assessment and see if the training has improved the process.

Bonnie led a discussion about student confidentiality issues and the Federal Right to Privacy law. Student work needs to be protected from those who are not deemed as appropriate to see the information. The Assessment Committee has a legitimate interest and access is appropriate. Student information should be kept confidential.

For GEG 3.1, there are only about 38 students. But one section is taught online and may offer a different perspective.

6.3 CTWE Sub-Committee - Bill Flear, Sharon DeWitt

Bill reported the results of the May CTWE assessment: Of the 52 programs, 15 are new programs and have not submitted reports yet, 29 submitted reports, and 7 others have not submitted reports in the last year.

6.4 CAAP Testing Sub-Committee

Barb reported that we were fairly pleased with the CAAP test results from the Spring. We are assuming that we will continue with CAAP testing for the Spring 2012 semester. We have tentatively decided to do the Writing Skills test in the Spring 2012 and need to start looking at dates and times. We will be considering the suggestion to administer the test in two time frames, once in the morning and again in the late afternoon. Members who will serve: Barb Stoll, Carolyn Warren, Marty Otto, Josh Welker, Rhonda Basinger and David Shinn.

The Writing Skills test was selected because we are repeating the cycle and we started the cycle with writing skills. Also we may be able to tie the results back to the students' COMPASS test scores for additional analysis.

7. Other Action Items

- 7.1 Rubrics subcommittee – This subcommittee will work to standardize rubrics that will be placed in syllabi for all transfer courses. Rhonda asked for volunteers to serve on this committee. Barb, Sharon and Rhonda have already agreed to serve. Josh, Marty and Bonnie will also serve. The initial plan from last May was to ask the faculty from different areas to serve as we work through the rubric(s) that affect their areas.

Patrick requested that any reference material from other institutions used in connection with development or revision of rubrics be documented so we can include that information in the Accreditation Self-Study report.

- 7.2 GEG Assessment timeline – The timeline has been revised. The highlighted areas are the most recent changes. CAAP tests have been added. Also added were Critical Thinking – Science and Mathematics and Working in Groups, which were omitted in

the previous draft. Barb pointed out that this timeline is regularly revised, so if something changes, we can make the necessary adjustments. Once it is approved, it will be uploaded to the Assessment page on the JWCC Web site so it is accessible to any interested parties.

Motion: Accept the GEG Assessment timeline as revised.

Barb Stoll Motion: Patrick Fodor

Second: Nick Krizmanic

Approved

Carolyn reminded members that as we approve these documents, we need to add the approval date to the document. Barb will provide a copy to Josh with the approval date added so it can be uploaded to the web site.

- 7.3 Procedures Manual update – There have been minimal changes to the procedures manual. The main change was in the Duties of Vice-Chair, where the Vice-Chair will be responsible for ensuring that minutes of the meeting are taken. Also, the last page for the Program Review Cycle, which was blank, will be removed. Rhonda asked members to look over the document and bring any additional changes to the October meeting.

Carolyn asked if we need to add a section in the Procedures Manual about the CAAP testing. Barb suggested that it be discussed at the next CAAP Testing Subcommittee meeting.

- 7.4 Assessment Day / CTWE Workshop – December 13, 2011. This is our normal day, the Tuesday after final exams.

Motion: Accept December 13, 2011 as the next Assessment Day.

Motion: Barb Stoll

Second: Patrick Fodor

Approved

- 7.5 Restoring Gen Ed goals and matrix to master syllabus – The General Education goals and accompanying statement were removed from the syllabus. For Assessment clarification to students, for the rubric initiative, and for Accreditation purposes, the goals and identification of which goal is addressed in the course need to be returned to the syllabus. Barb suggested that the Rubrics Subcommittee draft the statement to be placed in the syllabus with the goals. This statement would be brought to the October meeting for discussion and vote. We want it to go to Faculty Senate in November so there is time to include it in the syllabi beginning in the Spring semester.

The matrix portion refers to the inclusion of the goal or goals a particular class claims on the matrix. This information should be included in the syllabus along with the list of goals and the statement.

8. Other Reports

8.1 Group assessment instruments – At our May meeting, we discussed looking at other instruments for group assessment. Rhonda has talked to Phil Conover, who will try to find material on this topic. Pam stated that she may have some material for us to look at.

8.2 General clarification re. SCAA – At our May meeting, Dr. Shinn requested that the committee draft a statement to clarify the expectations of the SCAA with regard to assessment and department participation. Patrick led a discussion about the statement which he drafted in response to this request. The general goal of the Assessment Committee is that assessment be completed at a number of levels. It seems that the faculty are not aware that each department should be engaging in assessment of student performance at a discipline-specific level. Another issue is that of academic freedom. Our goal is to clarify the assessment process and assure everyone that we are all on the same team.

There is some concern regarding the wording of the General Education goals, and possibly removing some that have been found to be problematic with regard to assessment. This is planned for after the Reaffirmation process has been completed.

Rhonda asked members to look over the statement so we can have further discussion, and then vote on the statement at our October meeting. Once the statement is accepted, it should be taken to Faculty Senate and then the Chairs for clarification.

9. Other Items

9.1 Assessment Office – David's former office is available for Assessment, Professional Development and other meetings. Kent Hawley also uses it as an office when on campus.

9.2 Assessment Library – We are looking into putting together an Assessment Library. If anyone has items or has suggestions of items to include, let Rhonda know. Items already suggested include a copy of the Accreditation manual, the Gen Ed matrix, books on assessment, procedures manual.

9.3 Work-Study student – Carolyn has been contacted by HR asking if we want a work-study student for Assessment. A student is available if we would like to continue the practice of having a student worker. There is no cost to us for having a student worker, but the student must have a faculty supervisor. Carolyn would be willing to supervise the student. The student would be available to work on assessment-related activities.

Motion: Pursue having a work-study student that is assigned to the Assessment Committee with a faculty supervisor.

Motion: Carolyn Warren

Second: Barb Stoll

Approved

9.4 Future meetings – If we continue with the second Friday of each month, our next meetings would be October 14, November 11, and December 9, 2011.

David Rigsbee pointed out that on December 9th, Andy Lootens-White is scheduled to be on campus, which may present a conflict with some members of the Assessment Committee. Barb suggested that we should keep our December meeting as scheduled because it is the Friday before our Assessment Day and there are frequently details that need to be worked out.

10. Closed session

10.1

11. Announcements

11.1 Josh announced that the Program Review for FY11 was completed August 1, 2011 and is available on the Web, or Josh can email the review to anyone who is interested. For CTWE programs that are scheduled for review, Josh has asked that the results of their assessments be included.

12. Next meeting notification

The next Senate Committee on Academic Assessment meeting will be held on October 14, 2011 from 8:45 – 10:00 a.m. Rhonda will secure the meeting room.

13. Adjournment

The Senate Committee on Academic Assessment meeting adjourned at 9:49 a.m.

Submitted by Barb Stoll 9/20/11