

MINUTES – *Senate Committee on Academic Assessment*

October 14, 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; Bill Fleer, Patrick Fodor, Nick Krizmanic, Gary Shupe, Sharon DeWitt - committee members; Marty Otto, David Rigsbee, Carolyn Warren, Cathy Myers-Resource members; Dr. Ron Davis, Bonnie Scranton-Ex-Officio member; Dr. David Shinn, Pam Foust, -Resource members. Joyce Miller-guest.

Absent: Melissa Knapp-committee member, Judy Taylor-Resource member; Josh Welker-Ex-Officio member; Chris Duesdieker-SGA student member;

3. Introductions/Welcome

3.1 Rhonda welcomed Dr. Davis to the Assessment Committee as an ex-officio member.

4. Minutes Approved

4.1 Motion: Approve the SCAA September 09, 2011 minutes.

Motion: Gary Shupe

Second: Sharon DeWitt

Approved

5. Special Guests

5.1

6. Committee Reports

6.1 Training Sub-Committee- Nick Krizmanic, Gary Shupe

Gary and Nick will be meeting after the Assessment meeting to put together the plan for training for the December assessment.

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

Patrick reported for Melissa that everything is in place for the two assessments. There was one problem encountered in the GEG 3.1 assessment. The online section of CMN 104 does not have a specific group work component. Students are required to participate in general discussions, but not as small groups. There is no way to test the group dynamic. There was some discussion about having one section of a certain class not having an assignment or method in place for testing the goal that the class claims. Barb suggested that the Rubrics Subcommittee discuss this topic and bring back a recommendation. Joyce asked if there was a clear cut definition about what the Assessment Committee sees as group discussions that could be given to instructors in order to determine if their group work assignments would be assessable. Barb

explained that the hope of the Rubrics Subcommittee is that providing standardized rubrics for the goals and initiating discussion when they are brought to Senate for approval would result in a better understanding of how the goals will be assessed and what is expected with regard to artifacts for the assessments.

6.3 CTWE Sub-Committee - Bill Fler, Sharon DeWitt

Bill reported that all new programs now have network folders. Some new programs have goals and outcomes in place. For the December assessment, we will target new programs as well as programs who have not completed reports in the last 12 months.

For Dev Ed, Bill reported that he and Joyce will be meeting with Josh the next week to begin moving assessment information into the Dev Ed network storage folder.

6.4 CAAP Testing Sub-Committee

Barb reported that the CAAP testing Sub-committee had a virtual meeting and made a motion to do the following:

- Set the date of the Spring 2012 CAAP test to Tuesday, March 20th for testing Writing Skills.
- Set a permanent date for future CAAP tests to be the second Tuesday after Midterm Break.
- Work out the logistics of implementing two test times, one in the morning and the other in the late afternoon

Motion: Barb Stoll

Second: Patrick Fodor

Approved

6.5 Rubrics subcommittee – Barb presented the revised statement to be placed in the syllabi of all general education classes regarding assessment of general education goals and which goal(s) a given class addresses. Revisions were discussed.

Carolyn asked why AAS was not included with the other degree programs in the heading in this version. After discussion, it was determined that AAS should be added in the heading in order to acknowledge that the AAS degree programs do include general education classes and when we assess artifacts from general education classes, the artifacts come from all students in the classes, whether they are transfer students or AAS degree seeking students.

The asterisk regarding the Fine Arts requirement was added when the transfer and AAS lists of goals were merged. The AAS degree programs didn't have a Fine Arts requirement. The Rubrics Subcommittee recommended that no changes be made with regard to the Fine Arts until the goals are reviewed and revised at a later date.

Motion to accept the statement to be placed in the syllabi with the revision to add AAS in the heading.

Motion: Barb Stoll

Second: Gary Shupe

Approved

7. Other Action Items

7.1 Procedures Manual update – At the September meeting, Rhonda asked members to look over the procedures manual, and especially the section describing the duties of their subcommittee. Changes would be brought up at this meeting. Bill has given Rhonda several changes for the CTWE Subcommittee section. Bill asked about the statements referring to program directors. The entire section regarding Dev Ed needs to be updated to reflect the changes that have been made in the structure of Dev Ed.

Bill will meet with Joyce to work on the wording for the Dev Ed section and will work with others to clean up the wording in the CTWE section. Dr. Davis suggested that Pam look at the CTWE section as well, especially with regard to title changes.

These changes can be brought to our November meeting for further discussion.

7.2 General Clarification for SCAA – This document, written by Patrick, was submitted at our September meeting. Members were asked to read it over in order to discuss it today. Patrick made a correction and Dr. Shinn recommended the word “Directors” be removed since we no longer have program directors.

Motion to accept the general clarification document as revised.

Motion: Barb Stoll

Second: Gary Shupe

Approved

7.3 Senate Constitution updates - The Senate is in the process of revising the constitution. Rhonda has distributed a copy of the section that pertains to our committee. The proposed changes are in red. Barb indicated that she had requested that the number of elected members be raised from 7 to 8 in order to fill all the positions on the standing subcommittees along with the chair and vice-chair positions.

Marty asked for clarification on ExOfficio members – they are voting members unless it explicitly states they are nonvoting members. For clarification, move “nonvoting” in front of “ex-officio”.

Motion to reword the Membership and Duties sections to read:

Membership:

Eight elected members of the Senate and three non-voting ex-officio members: the Vice-President for Instruction, the Director of Institutional Effectiveness, and a representative from Student Services, appointed by the Vice-President for Student Services, as well as necessary, non-voting, resource people. Voting members of Senate are not eligible for appointment as non-voting ex-officio members of Senate Committees.

Duties:

Oversees assessment of student learning outcomes, facilitates communication, and assists in design and oversight of the assessment process.

Motion: Patrick Fodor

Second: Barb Stoll

Approved

8. Other Reports

8.1 .

9. Other Items

9.1 Gen Ed Matrix – a copy of the matrix was supplied to members. It is still considered a draft because there are a few missing pieces or need for clarification. The Spanish and German classes have not gotten back with the goal(s) they claim. No classes claim GEG 2.2 - Explain the function of the political system. In the printout, there was a square instead of a “x” in one location. This will be fixed. The draft is being distributed so we have something more current to use for reference. Bonnie pointed out that there are asterisks but no note going along with them. Barb will make the corrections, highlight the problem areas and get the matrix to the Deans.

10. Closed session

10.1

11. Announcements

11.1 Assessment Fair – Rhonda provided a flyer for the 16th Annual Assessment Fair, hosted by Oakton Community College, Des Plaines, Illinois on Friday, February 24, 2011.

12. Next meeting notification

The next Senate Committee on Academic Assessment meeting will be held on November 11, 2011 from 8:45 – 10:00 a.m. in room C283.

13. Adjournment

The Senate Committee on Academic Assessment meeting adjourned at 9:48 a.m.

Submitted by Barb Stoll 10/21/11