

MINUTES – *Senate Committee on Academic Assessment*

November 11, 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 Fler, Patrick Fodor, Nick Krizmanic, Gary Shupe, Sharon DeWitt, Melissa Knapp - committee members; Marty Otto, David Rigsbee, Cathy Myers-Resource members; Dr. Ron Davis, Josh Welker-Ex-Officio members, Dr. David Shinn, Pam Foust-Resource members. Joyce Miller-guest.

Absent: Judy Taylor, Carolyn Warren-Resource members, Bonnie Scranton-Ex-Officio member; Chris Duesdieker-SGA student member.

3. Introductions/Welcome

3.1

4. Minutes Approved

4.1 Motion: Approve the SCAA October 14, 2011 minutes.

Motion: Nick Krizmanic

Second: Patrick Fodor

Approved

5. Special Guests

5.1

6. Committee Reports

6.1 Training Sub-Committee- Nick Krizmanic, Gary Shupe

Nick reported that everything is on track for the December assessment. Gary will be attending Val's department meeting after this meeting to discuss issues with preparing and training for the assessment of GEG 5.2 with oral presentations from CMN 101.

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

Melissa reported that she will check with the AAWCC to see if they are planning to serve food on December 13th. If they are, we will have them provide lunch for us on the assessment day.

6.3 CTE Sub-Committee - Bill Fler, Sharon DeWitt

Bill reported that there has been some activity with programs that are missing reports and with several new programs. He reported that all faculty who are scheduled to complete reports have been notified by email.

Bill has worked on the CTE section of the procedures manual with Sharon and Pam. In the draft submitted, CTWE has been changed to CTE. Pam explained the reason behind the change.

- 1) CTWE includes workforce education, such as customized, contract training, for a particular business, which does not require assessments to be performed in the same manner as CTE programs.
- 2) CTE includes degree and certificate programs in the CTWE area as well as in the Transfer area.

Dr. Davis noted that assessment is done in workforce education; it is just not done in the formal way that we use for CTE programs.

Bill reported that Josh, Joyce and he are working on the Dev Ed assessment to document the ongoing activities.

Rhonda indicated that with Bill's changes, we have completed the changes to the Procedures Manual.

Motion to accept the revisions made to the Procedures Manual.

Motion: Barb Stoll

Second: Sharon DeWitt

Approved

6.4 CAAP Testing Sub-Committee

Barb reported that the following items were brought to the November Senate meeting and were approved:

Next CAAP test: March 20, 2012

Have two test times: morning and late afternoon

Future CAAP tests: second Tuesday after Midterm Break

Barb reported that there may be a problem with the late afternoon session on March 20th. The auditorium is reserved in the evening, beginning at 6:00. We would need to be out of the auditorium by 5:30. The CAAP Test Subcommittee will discuss this and report the results at the next meeting.

Josh was asked to research the students that were asked to take the test last year to determine the split between day/night students, full/part time.

- #### 6.5 Rubrics subcommittee – Barb reported that the faculty who did the group assessment last semester and the faculty who will be doing it this semester were invited to the October meeting of the Rubrics subcommittee. The rubric for GEG 3.1 was discussed and some minor modifications were made. As a result of discussion, it was decided that we should include a peer evaluation for students to fill out. The form will allow students to score group members using the same rubric that the instructor is using, and to self-assess. In addition, there is a place for students to give reasons why they scored a group member as they did. The two instructors who are doing the group

assessment this semester already use some form of peer assessment. Once approved, the rubric and peer evaluation form will be brought to Senate for approval and then will be attached to the syllabi of any class that claims GEG 3.1.

Dr. Davis asked for clarification regarding the student's understanding of how to use the form. He also recommended that a statement be added that lets students know that all responses will be kept confidential. The statement will be added at the top of the form.

Motion to accept the rubric and peer evaluation form for GEG 3.1 as revised.

Motion: Barb Stoll

Second: Sharon DeWitt

Approved

7. Other Action Items

7.1 Procedures Manual update – approved earlier in the meeting.

7.2 Assessment statement in Master Syllabus – Dr. Shinn discussed the assessment statement with Instructional Leadership and they had some questions regarding the statement and general education goals/learning outcomes to be placed in the master syllabus:

- 1) Do we need to include the entire table of goals and outcomes? There was a split opinion about the value of including the entire table. After discussion, it was determined that placing the table of goals and outcomes in the syllabus provides another opportunity to heighten student awareness of the goals and outcomes. In addition to the table, the goal or goals the course addresses will be identified.

A question was asked about whether there would be any general education classes that do not address at least one goal/outcome, and thus would not be assessed. It was determined that those classes would be assessed in other ways, such as the program reviews. The assessments conducted by the SCAA are concentrating on the general education core classes.

The non-general education courses fall under the area of concentration and provide a more narrow focus, while general education provides a more broad focus.

- 2) What will be put in the syllabi for CTE courses? The suggestion was to place a statement in the master syllabus that the College values assessment. This statement would then be included in all syllabi, general education and CTE.

It was suggested that the Rubrics Subcommittee draft a statement that indicates that assessment is valuable and important to the College. This statement will be brought to our December meeting for consideration.

8. Other Reports

8.1 .

9. Other Items

9.1 Matrix Update – matrix is close to being finalized. Hopefully it will be ready for release by our December meeting.

10. Closed session

10.1 None

11. Announcements

11.1

12. Next meeting notification

The next Senate Committee on Academic Assessment meeting will be held on December 9, 2011 from 8:45 – 10:00 a.m. in room C283.

13. Adjournment

The Senate Committee on Academic Assessment meeting adjourned at 9:35 a.m.

Submitted by Barb Stoll 11/21/11