

MINUTES – *Senate Committee on Academic Assessment*

December 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; Bill Fleer, Patrick Fodor, Gary Shupe, Sharon DeWitt, Melissa Knapp - committee members; Marty Otto, Cathy Myers, Judy Taylor, Carolyn Warren, Dr. David Shinn-Resource members; Bonnie Scranton-Ex-Officio member.

Absent: Nick Krizmanic – committee member; David Rigsbee, Pam Foust -Resource members, Dr. Ron Davis, Josh Welker-Ex-Officio members; Chris Duesdieker-SGA student member.

3. Introductions/Welcome

3.1

4. Minutes Approved

4.1 Motion: Approve the SCAA November 11, 2011 minutes.

Motion: Gary Shupe

Second: Patrick Fodor

Approved

5. Special Guests

5.1

6. Committee Reports

6.1 Training Sub-Committee- Nick Krizmanic, Gary Shupe

Gary reported that he met with Nick and Barb to finalize plans for the assessment and get packet materials together. They plan to meet again Monday at 10:00 am.

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

Melissa reported that she has made arrangements for the AAWCC to provide lunch. She will order the food for breakfast and Patrick will pick it up on Tuesday.

Cathy reported that the assessment materials from GEG 3.1 are coming in and we should have the results soon.

6.3 CTE Sub-Committee - Bill Fleer, Sharon DeWitt

Bill reported that projected attendance for CTE assessment on Tuesday is: 11 yes, 2 maybe and 2 who cannot attend.

6.4 CAAP Testing Sub-Committee

Barb reported that the CAAP Testing Sub-Committee will meet in January to finalize details for the March 20, 2012 test. She anticipates using the same procedure as for last Spring:

- Advertise on BlazerNet, Facebook and Twitter
- Have faculty hand out letters
- Follow-up calls the week before the test
- Plan on \$5 for taking the test

Barb will check with Dr. Davis to make sure he is on board with the \$5 and that it has been budgeted.

6.5 Rubrics Sub-committee – Barb reported that the Rubrics Sub-committee met with Val and members of the Language and Literature department to finalize the rubric to be used for the December 13th assessment of student speeches from CMN 101 structured classes on campus and the dual credit class from QND. After the assessment, we will schedule a follow-up meeting with Val and her department in January to discuss how the rubric worked and what might need to be changed.

The next rubric we will be working on is for GEG 2.1 – explain the function of the economic system. We will be working with Greg Lee to finalize this rubric in time for it to be used for the May 2012 assessment.

6.6 Changes to the Master Syllabus –**Other Action Items**

7. **Other Action Items**

7.1: Assessment statement to go in all syllabi – Barb reported that Rhonda has placed the information regarding general education assessment and the table of goals and outcomes into the master syllabus. The committee drafted a statement regarding the importance of assessment that is to be put in all syllabi. The suggested placement of this statement is just above the Core Values toward the end of the syllabus. This statement goes in every syllabus of a course for a degree or certificate where the College confers credit.

Motion: Approve the assessment statement to be placed in all syllabi where JWCC confers credit.

Motion: Barb Stoll

Second: Patrick Fodor

Approved

8. **Other Reports**

8.1 .

9. Other Items

9.1 Proposed meeting dates for Spring Semester: Feb. 10, Mar. 16, Apr. 13, May 11

Rhonda led a discussion about issues with meeting dates in the Spring semester.

- Our regular March meeting would fall during Midterm Break, so she recommends moving it to the next week, March 16.
- The regular April Faculty Senate meeting would fall during Spring Recess - Easter Break, so they are moving to April 13th, which is the same day as our meeting. Rhonda asked if anyone had a problem with meeting on the same day as Senate. No problems were brought up.

9.2 Student member – Mike Elbe will try to find a student willing to serve on our Committee for next semester.

9.3 Reorganization of Gen Ed Matrix – Barb has reorganized the Gen Ed Matrix and put the courses in alphabetical order. Previously it was arranged by department in alphabetical order. There were no objections to the reorganization.

Patrick mentioned that when the matrix and master syllabus are sent to faculty, it should be stressed that individual faculty members should not make changes to the goal or goals that their department has set for a given general education class.

Barb will send an email to FacultyAll containing the master syllabus, the matrix and an explanation about what should be added to the syllabi beginning in the Spring semester.

10. Closed session

11. Announcements

11.1

12. Next meeting notification

The next Senate Committee on Academic Assessment meeting will be held on February 10, 2012 from 8:45 – 10:00 a.m. in room C283.

13. Adjournment

The Senate Committee on Academic Assessment meeting adjourned at 9:10 a.m.