

# MINUTES – *Senate Committee on Academic Assessment*

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**March 16, 2012**

## **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; Sharon DeWitt, Patrick Fodor, Melissa Knapp, Nick Krizmanic - committee members; Marty Otto, Judy Taylor, Cathy Myers, Carolyn Warren, Dr. David Shinn - Resource members; Josh Welker, Rachel Williams - Ex-Officio members, Nathan Kurz – Student member.

Absent: Bill Fleeer, Gary Shupe – committee members; David Rigsbee, Pam Foust - Resource members; Dr. Ron Davis - Ex-Officio member.

## **3. Introductions/Welcome**

3.1 Rhonda welcomed two new members of the SCAA:

Rachel Williams – Ex-Officio member from Student Services

Nathan Kurz – student member from SGA

## **4. Minutes Approved**

4.1 Motion: Approve the SCAA February 10, 2012 minutes as amended.

Motion: Patrick Fodor

Second: Marty Otto

Approved

## **5. Special Guests**

5.1

## **6. Committee Reports**

6.1 Training Sub-Committee- Nick Krizmanic, Gary Shupe

Nick reported that they are preparing for training for the May 2012 assessment. They may plan a mock training session toward the end of the semester. We are assessing GEG 2.1 – explain the function of an economic system. We are working with Greg Lee on the rubric and he has agreed to do the training. The assessment process was explained to the new members.

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

Melissa reported that the materials have been emailed to the instructors who teach the sections of ECO 101 that will be assessed. She spoke with the AAWCC and they are planning their usual fund-raiser lunch for May 15<sup>th</sup> so we can once again have them do the lunch for assessment participants. Barb added that she has been in touch with Greg Lee and he thinks we will have about 120 essays to score. He sent out an email to his faculty this week reminding them to include the essay question in the selected

test and to be sure to follow the instructions for having students complete the demographic sheet. He has been in contact with Stephanie Phillips to upload the demographic sheet to the document sharing section of all ECO 101 classes.

#### 6.3 CTE Sub-Committee - Bill Fleer, Sharon DeWitt

Sharon reported that Bill is not available to make the Dev Ed portion of the report. She reported that they are looking at programs that need to complete reports at the end of the Spring semester and will send out email reminders to them. She has sent the list of programs with no reports to Dr. Shinn and Pam Foust.

She reported that 37 of the 50 programs have complete reports in the last 12 month period. Of the 15 new programs, 5 have already completed some program-specific materials: goals, outcomes, rubrics and/or reports.

#### 6.4 CAAP Testing Sub-Committee

Barb reported that everything was ready for the CAAP test on Tuesday, March 20<sup>th</sup>. Email reminders went out to students on Tuesday and the CAAP test information was prominently displayed on Blazernet and on the outside electronic sign. The last step is to do phone reminders. Barb distributed lists of students with phone numbers and asked members to take one or two sheets and call students. A phone script was also distributed.

#### 6.5 Rubrics Sub-committee – Barb reported that the Rubrics Sub-committee plans to meet with Val from the Language, Literature and Humanities department to address any issues with the rubric for GEG 5.2 and finalize it. They will also discuss the use of results and go over the Assessment Implementation form (4-column form) with her. Val will be asked to document how her department will use the results of the December 2011 assessment of student speeches.

The Rubrics Sub-committee has been meeting with Greg Lee regarding the rubric for the May 2012 assessment of GEG 2.1. The rubric currently has three components, but only one of the three will be assessed with the essays from ECO 101. We may want to meet with Greg to discuss removing the two unused components and breaking the remaining component into subcomponents to make the assessment scoring more precise.

### 7. Other Action Items

- 7.1 Assessment coordinator – Rhonda explained that a year or so the SCAA discussed having a permanent part-time Assessment coordinator. Josh has written the basic job description and has asked for feedback from SCAA members. The proposal will allow the faculty member who assumes this position to remain a Bargaining Unit member. The position would allow for six hours of release time to serve as the chair of the SCAA and perform other assessment coordinating activities. This would add consistency to the SCAA. The chair would remain the same instead of changing each year. The SCAA has evolved and there is a lot of coordination and work needed, so

this position would be appropriate at this time. Carolyn recommended discussing this position with the faculty members of the Bargaining Unit Consultation Committee.

Duties of the position were discussed. Suggestions included:

- add professional development in the duties and responsibilities
- remove the 3 years from the Experience required section
- in the % of time section, make it clear that the percentages are of the six hours of release time that is granted for this position

One concern brought up is that this position would report to the Director of Institutional Effectiveness. The Bargaining Unit Contract states that faculty should be under the supervision of a Dean under the supervision of the Vice-President for Instruction. Josh will check further on this issue.

Motion to approve the job description for the position of Assessment coordinator and send it to Faculty Senate.

Motion: Patrick Fodor

Second: Marty Otto

Approved

## **8. Other Reports**

8.1

## **9. Other Items**

9.1 Report on February 16<sup>th</sup> webinar, “Assessment for Student Success” – Josh, Rhonda, Cathy and Dr. Letts listened in on the webinar. They reported on the following:

- Impossible to assess everything so concentrate on target courses (high enrollment) such as Gen Ed courses and key program courses to assess about 80% of students
- Goal is to measure continuous improvement; aligns with the goal of the Rubrics Sub-committee which is to get these assessments embedded in the courses so they are done as a matter of course every time the course is taught
- On the issue of academic freedom, the common assignment that is used for assessment should be the decision of the faculty in that department
- This type of assessment will “spot check” all levels in a single process: course, program and institutional goals
- Curriculum mapping ensures the correct sequencing of courses and aligning of outcomes; suggestion was to work backward from final course in program
- College Enrichment day set aside for faculty development including the curriculum mapping; did a lot for improving faculty buy-in of assessment
- Develop a time series to determine which classes address a certain outcome and in what order students take those courses, so you know whether it is the first time a student has been exposed to a certain body of knowledge associated with a given outcome. That would enable assessing a course early in the program and then assessing another course later in the program to see how the students have progressed and improved

- Webinar discussed the benefits of having an assessment coordinator which led to discussion about adding this position at JWCC

9.2 Nominations for faculty to serve 2-year terms as SCAA members to will be due soon. Four current members completing their 2-year term are: Rhonda, Melissa, Nick and Bill. Hopefully, they will be willing to continue, but we should be looking for new members as well.

9.3 Nathan reported that he will be running for Student Trustee.

## **10. Closed session**

## **11. Announcements**

11.1

## **12. Next meeting notification**

The next Senate Committee on Academic Assessment meeting will be held on April 13, 2012 from 8:45 – 10:00 a.m. in room C283.

## **13. Adjournment**

The Senate Committee on Academic Assessment meeting adjourned at 9:40 a.m.

*Submitted by Barb Stoll 3/28/12*