

# MINUTES – *Senate Committee on Academic Assessment*

---

**November 30, 2012**

**1. Call to Order**

1.1 Meeting was called to order at 9:00 a.m. by Barb Stoll in room C284.

**2. Attendance**

Present: Barb Stoll - Chair; Patrick Fodor, Bill Fler, Gary Shupe, Sharon DeWitt, Melissa Knapp, Christina Farwell - committee members; Rhonda Basinger, Marty Otto, Cathy Myers, - Resource members; Dr. Ron Davis, Josh Welker - Ex-Officio members

Absent: David Rigsbee, Dr. David Shinn, Pam Foust - Resource members; Nathan Kurz – Student member

**3. Introductions/Welcome**

3.1

**4. Minutes Approved**

4.1 Motion: Approve the SCAA October 26, 2012 meeting minutes.

Motion: Bill Fler

Second: Marty Otto

Approved

**5. Special Guests**

5.1

**6. Committee Reports**

6.1 Training Sub-Committee – Christina reported that they have received the rubrics for the December 11<sup>th</sup> Assessment. Gary and Christina will be meeting with Barb after this meeting to discuss details of the assessment, mock training and packet information.

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

Patrick reported that they are getting things organized for the December 11<sup>th</sup> assessment. He also reported that Valerie will be working with Patrick for the rubric for the May 2013 assessment. The rubric will not be included in the syllabus for this assessment because the rubric that is included is more thorough and covers more components than what we will be assessing. If both rubrics were included, students might become confused. Josh reported that as we finalize our rubrics, he is placing them on the Assessment page on the web site so they are available so everyone can see what the “master” rubric for a given goal looks like.

We have also been talking about taking a look at our Gen Ed goals to see if they need revision, or if we simply need to provide a clear understanding as to how each one is interpreted. We may start the process within the Assessment Committee, and then

pursue it through the Faculty Senate and then the College community.  
Recommendations for changes would come from the Assessment Committee.

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

Bill reported that he will be working on the Dev Ed math assessment for 2012 during the Assessment day, December 11<sup>th</sup>. He will be working with Josh to get the 2012 data uploaded to the Dev Ed Assessment Folder.

Sharon reported that she sent out reminder emails about the December 11<sup>th</sup> assessment to Tom Bentley, David Leonard, Gary Shupe, Mike Tenhouse, and Carolyn Warren for CTE programs that need to complete reports in December. The Business Department will be conducting their assessment as well. We will be

Dr. Davis mentioned that Carolyn Warren is no longer in the lead for the Early Childhood Development program. We need to get with David Shinn for the name of the part-time person who is taking care of the program and discuss assessment needs. Carolyn would continue to be a valuable resource in this matter.

### 6.4 CAAP Testing Sub-Committee

Barb reported that the CAAP Testing Sub-committee has not met since setting the date and time for the April CAAP test. We will begin meeting early in the next semester to get everything organized, identify students and get the advertising out for the test.

6.5 Rubrics Sub-committee – The Rubrics sub-committee has not met since finalizing the rubrics for the December 11<sup>th</sup> assessment of GEG 6.1 – use of technology. We will be working with Patrick and Valerie to finalize the rubric for our Spring assessment of GEG 6.2 – information-seeking skills.

## 7. Other Action Items

7.1

## 8. Other Reports

8.1

## 9. Other Items

9.1 The 17<sup>th</sup> Annual Assessment Fair for Community Colleges, February 15, 2013 in Elgin, IL. The time is 8:30 to 3:00, so it would probably require driving up on Thursday and staying overnight. Dr. Davis indicated that there are funds available to attend this activity.

If anyone is interested, please let Barb know as soon as possible. She will send out any additional information as it becomes available. There is also a web site available.

9.2 Barb handed out copies of the rubrics to be used for the December 11<sup>th</sup> assessment and asked for discussion and feedback.

**10. Closed session**

**11. Announcements**

11.1 Next meeting notification

The next Senate Committee on Academic Assessment meeting will be held on Friday, January 25, 2013 from 9:00 – 10:15 a.m. in room C284.

**12. Adjournment**

The Senate Committee on Academic Assessment meeting adjourned at 9:17 a.m.

*Submitted by Barb Stoll 1/15/13*