April 28, 2016

Assessment Committee Meeting

<u>**MEMBERS:**</u>

Tryphena Bledsoe, Chair   Emily Zabcik
Lynn Davis   Dwayne Ferguson
Shelbea Comer   Denise Wilkins
Kathy Watlington   Jeremy Dorman

<u>**AGENDA:**</u>

1. Analyze the results for the 2014-2015 Core Objectives.
    a. Summary of current results with relevant data tables. (Provided by IE director)
    b. Comparison of current results with previously collected data when available.
    c. Summary of improvements.
    d. Summary of problem areas and issues.
    e. General recommendations for improving student learning.
2. Discuss, review, and update of all Graduate Assessment Plans
    a. Create a common template for all departments to use
    b. Give instructions and disseminate information to appropriate faculty about GAPs
    c. For general education core, create one GAP for academic courses. Use the core SLOs.
3. Discuss adopting a common rubric to assess SLOs for faculty so they are assessed with the same measurement.
4. Review and discuss improving the IE planning & evaluation timeline process.
    a. Budget items tied to IE due at time of budget due date.
    b. Other plans due after data has been collected for informed decision-making.
    c. Assessment process for evaluating IEs.

April 28, 2016

3:00-4:30

Present:	**Absent:**
Tryphena Bledsoe	Lynn Davis
Shelbea Comer	Denise Wilkins
Kathy Watlington	
Emily Zabcik	
Dwayne Ferguson	
Jeremy Dorman	

Core Objectives:

Discussion:

The committee looked at and discussed the 2014-2015 Core Objective SLO data. Some data may not have been collected for courses taught by adjuncts or faculty who resigned. The 2015-2016 data will give us our first comparison look. It was discussed that with better training and communication with deans, chairs, and faculty, we should be able to collect all the data for the core SLOs.

In order to gather information from faculty on their analysis of the data, areas for improvements, and recommendations for improving student learning, the committee needs to create a form for core courses that have tested SLOs to report to the IR Director on issues and what their plan is for improvements for those SLOs that are below 70% or close to 70%.

All of the above mentioned data must be included in a report to the Coordinating Board every 10 years on a schedule in accord with our accreditation reaffirmation schedule. The committee will compile this data and send a report to the VP of Instruction annually.

It was suggested that we improve the SLO document by blocking out the SLOs which do not need to assessed for each course. This will help faculty see what they have collected and what they haven't. This will also help the committee see who needs a reminder to turn in missing data.

Action:

Tryphena Bledsoe updated the SLO document to block out unrequired SLOs for each core course taught on the document. She is working on a form for faculty to fill out for the core objectives that fall below 70% mastery. She will update the 20145-2015 Core Objective

Summary report when this information is collected from faculty and give a copy to the Assessment Committee and VP of Instruction.

Common Rubrics:

Discussion:

We discussed the current rubrics that are used for each course to assess core objectives in assignments and if these need to be revised or not. Kathy Watlington shared information about common rubrics from the Association of American Colleges and Universities Website that could be used to revise ours if needed.

Action:

The committee decided to keep the rubrics as they are since they went through a rigorous process when faculty created the Foundational Component Area forms for each core course. This will also help when comparing 15/16 data to the 14/15 year.

It was suggested that the IR Director address adjuncts at the Back-to-School Adjunct Orientation. Adjuncts need to know that they must (1) use the current syllabus, (2) use the approved rubrics to assess the SLOs, (3) are responsible for collecting the SLO data and turning that into their chair or faculty member they work with for the course they are teaching, and (4) use CANVAS for course content, grades, and student communication. The IR Director will also remind chairs and faculty to communicate with adjuncts so that they understand to use the syllabi and rubrics, collect and turn in SLO data at the end of each semester, and use CANVAS.

Graduate Assessment Plans:

Discussion:

Tryphena Bledsoe brought it to the attention of the committee that the GAPs were out-of-date and need to updated. The committee questioned whether or not the Foundational Component Area forms take the place of the GAPs when it comes to the academic core courses only. We will need to look at the GAPs for the technical programs.

Action:

The IR Director will research what is required for GAPs according to the THECB and find or create a common GAP form for technical programs to use to update their GAPs.

IE Planning/Evaluation Timeline & Process:

Discussion:

Tryphena Bledsoe discussed the need to create a timeline for when IE plans are due and when they should be ready for the committee to evaluate.

<u>Action:</u>

The committee came up with the following plan:

All 2015-2016 IE units must be completed through the results, documentation, and evaluation summary by Sept. 16, 2016. The IE Plans for 2016-2017 must be completed through *Planned Evaluation*.

The IE director will divide the units among the committee members to review between Sept. 16 and Sept. 29.

The Assessment Committee will evaluate all units (15/16) and all unit plans (16/17) on September 29. Appointments will be scheduled with IE Coordinators for this day. It was suggested to meet in one of the Library rooms so each committee member has access to a computer to look at the IE units as we review them.

A suggestion was made to require adjuncts and dual credit teachers to use CANVAS. We can put a "data module" in their courses in CANVAS where they could record their SLO data. This would allow the chair/faculty they work with to pull the data to put into the SLO document. They should be sent reminders to fill this out. This would help us get all of our SLO data collected.