



**Assessment Committee Meeting**  
**FALL SEMESTER 2018**  
8/20/2018

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- Role of Assessment Committee
- Discuss SLO Analysis Review
  - Academic Program Review Subcommittee
- Review the Core Assessment Plan
  - 4 year cycle is complete
  - Revise or keep as is moving forward
  - Graduate Assessment Plans
- Discuss and set dates for the IE cycle
- Review/revise IE process and procedures in IE manual
- SPOL
- Assessment of IE Units Process
  - In-person
  - Through SPOL
- Other

## Assessment Committee Meeting

CHAIRPERSON: Tryphena Walker		
MEETING DATE: 8/20/18	MEETING TIME: 1:08 pm	MEETING PLACE: Monk 1107
RECORDER: Jennifer Coon		PREVIOUS MEETING: 1/1/18

### MEMBERS: (Present)

### ABSENT:

Name and Title (List all members)	Name and Title
Sarah Bush- Liberal Arts & Sciences	
Kelly Reed-Hirsh- Dean of Health Sciences	
Ashley Brewster- Nursing & Health Sciences	
Jennifer Coon- Professional & Technical	
Tryphena Walker- Director of Institutional Research & Planning	
Cheri Lambert- Nursing & Health Sciences	
Dwayne Ferguson- Professional & Technical	
Dr. Kathy Watlington- Liberal Arts & Sciences	

### AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Old Business:	NA	NA
New Business:	<ol style="list-style-type: none"> <li>1. Role of Assessment Committee</li> <li>2. Discuss SLO Analysis Review- Academic Program Review Subcommittee</li> <li>3. Review the Core Assessment Plan- 4-year cycle is complete, Revise or keep as is moving forward, Graduate Assessment Plans</li> <li>4. Discuss and set dates for IE cycle</li> <li>5. Review/revise IE process and procedures in IE manual</li> <li>6. SPOL</li> <li>7. Assessment of IE Units Process- In-person, Through SPOL</li> <li>8. Other</li> </ol>	Tryphena Walker

### MINUTES

Key Discussion Points	Discussion
Old Business:	NA

New Business:	
(1)	<ul style="list-style-type: none"> <li>• Tryphena reviewed our role as the Assessment Committee, essentially oversee IE related to instruction.</li> </ul>
(2)	<ul style="list-style-type: none"> <li>• We will review SPOL &amp; IE for completeness based on the rubric in the IE manual, however the Academic Program Review subcommittee will review the SLO analysis for an institution-wide review and analysis. Assessment Committee will also assist with recommendations and changes to IE policy.</li> </ul>
(3)	<ul style="list-style-type: none"> <li>• We have a 4-year cycle with Critical Thinking and Communication skills being assessed independently in cycles. We agreed to combine these in the upcoming cycle and reduce our cycle to a 3-year period.</li> <li>• Discussion about graduate assessment plans noted having separate academic reviews in 2009, but currently we end up conducting an assessment through the IE process. Overall decision was for Tryphena to discuss with Dr. Adams on the need to conduct separate graduate assessment plans</li> </ul>
(4)	<ul style="list-style-type: none"> <li>• Will keep the same general outline from the 2017/2018 year in regards to dates and make slight adjustments to fit the current calendar. Overall both reviews should be completed prior to the Thanksgiving break.</li> </ul>
(5,6,7)	<ul style="list-style-type: none"> <li>• Discussion was held on reviewing IE in groups at our own time or as a committee and bringing in individuals to an all-day meeting. Consensus was small groups like we did for 2017/2018 year and for those areas with 0, 1 or 2 rating would meet with Tryphena to resolve the issues. Deans and Dr. Adams should also be informed of those with low ratings (0, 1 or 2).</li> <li>• Tryphena will update the IE manual with instructions on how to copy prior year into current year. Individual IE coordinators will need to follow the steps to do their own copy this year.</li> <li>• Tryphena will also update SPOL with current committee members</li> <li>• Will not update the Rubric in the manual until we have the time and ability to do it full justice. Right now need to focus on getting remaining 16/17 &amp; 17/18 IE completed for those few outstanding departments.</li> </ul>
Other:	None

CHAIRPERSON SIGNATURE (or designee):	DATE:	NEXT MEETING: TBA
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