

## Assessment Committee Meeting

CHAIRPERSON: Tryphena Walker		
MEETING DATE: 1/11/18	MEETING TIME: 9:15 am	MEETING PLACE: Monk 1107
RECORDER: Jennifer Coon		PREVIOUS MEETING: 9/5/17

### MEMBERS: (Present)

### ABSENT:

Name and Title (List all members)	Name and Title
Sarah Bush- Liberal Arts & Sciences	
Kelly Reed-Hirsh- Dean of Health Sciences	
Jeremy Dorman- Admissions/Registrar	
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
Previous Minutes	Reviewed minutes from last meeting	Kelly Reed-Hirsh
Old Business:	NA	NA
New Business:	<ol style="list-style-type: none"> <li>1. Discuss the 2016-2017 evaluations/process and the 2017-2018 plan evaluations/process.</li> <li>2. Analyze SLO department and institutional data. Make recommendations for improvements.</li> <li>3. Discuss PC's IE process including forms, rubrics, etc.</li> </ol>	Tryphena Walker

### MINUTES

Key Discussion Points	Discussion
Old Business:	NA
New Business:	
(1)	

	<ul style="list-style-type: none"> <li>• Round 2 of reviews begin 1/16/18 and ends 1/2/18. Any section with recommendations last round needs to be reviewed. Tryphena recommended using the strike through feature when documenting the second round review for those items corrected. We will need to updated forms in the SPOL assessment area for the departments we reviewed like last time. Tryphena will compile them into one document again. We can call or email coordinators directly or refer to Tryphena to reach out to the coordinators for areas not updated. The ERP ID on plans is not necessary. Recommendation of using Chrome web browser instead of Firefox and to also click "save" after making changes.</li> <li>• For the 2017/2018 Plan- check if complete and make any recommendations you come across.</li> <li>• To Delete a file: Add&gt;Folder (find location)&gt;Select file&gt; Delete (Do not Remove).</li> <li>• Prior years Summaries will stay in the overall general page of the department for reference.</li> <li>•</li> </ul>
(2)	<ul style="list-style-type: none"> <li>• We are reviewing the 16/17 year with the emphasis on personal responsibility and social responsibility.</li> <li>• Discussion was held on the collection of data. It appears not everyone is collecting it the same manner. Some are using enrollment numbers and others are using whether or not the student attempted the assignment. Tryphena will send out reminder to faculty &amp; adjuncts of the importance of data collection and using those who attempted the assignment in the calculation. Discussion was also held regarding how to improve student completion of assignments.</li> <li>• Reviewed the Creative Arts section as a whole group- it was noted Art 1301 had no data for SR-3 and the entire section was below the 70% mark. After discussion among members Tryphena will reach out to the Art professor and possibly Charlene Johnson &amp; Teresa Brooks to see if we can access prior Canvas course data to compile a number for the class and get a true evaluation.</li> <li>• Broke into groups and analyzed the remaining areas and notated recommendations.</li> <li>• Discussion was held on why SLO's have the same numbers for the different component areas. Dr. Wallington noted that some assignments were approved through the Core Committee where all SLO's tied to a single assignment.</li> </ul>
(3)	<ul style="list-style-type: none"> <li>• Discussion held on rubrics for the PC process and decision was made to wait on changes for rubrics until the SACSCOC review is completed. There was a recommendation to change the wording on the second page of the SLO Data Analysis form so reports would provide more data and not a Met or Not Met response.</li> </ul>
Other:	Based on the way the PC dropbox is set up this semester. Minutes will go to Tryphena to upload to her PC dropbox, but Jennifer will still email them out to members.

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