Assessment Committee Meeting
September 16, 2012 at 2 pm

Committee Members: Chris Blair (chair), Jeremy Dorman, Dwayne Ferguson, Curtis Odom, Kathy Watlington, Denise Wilkins, Emily Zabcik

Training Handouts: Handout of IE policy
                          Handout on direct and indirect measures
                          Handout on assessment assignments
                          Assessment Rubrics
                          Evaluator worksheet (electronic file)

The Assessment Rubric (Academic, Technical, and Support):

Findings = **Results** - Column should contain collected evidence relating to stated actions used to accomplish the objectives and SLOs. Sometimes this is stated as a percentage of students who mastered an objective or percentage of improvement from year to year. (See 2011-2012 IE below for details).
Analysis of Findings = **Use of Results** - After evidence has been organized and processed, summarized a plan for improvement is stated.
Evaluation Summary– the collection, organization, processing , summary, and plan for improvement is written is detailed in a narrative report. Note that the Evaluation Summary button on the IE database page now links to the IE documentation folder for the current year. To see a unit's Evaluation Summary, you will need to find the Evaluation Summaries folder in that list of folders. There is a single folder for all Evaluation Summaries each year.
Documentation - Make sure all links work and are pertinent to the Action and Results.

Specific comments: be constructive. Objectives and actions need to be measureable and at least one of the actions per objective should have evidence collected and documentation shown. Suggest methods of direct and indirect measurements for actions in your comments.

Ratings on the Rubric:

In statistics, **inter-rater reliability** is the degree of agreement among raters. It gives a score of how much homogeneity, or consensus, there is in the ratings given by judges. It is useful in refining the tools given to human judges, for example by determining if a particular scale is appropriate for measuring a particular variable. If various raters do not agree, either the scale is defective or the raters need to be re-trained. (copied from Wikipedia)

1. Each rater independently scores his/her assigned units (between 9/20/12 and 9/27/12) and types in specific comments in your Evaluator worksheet Word file. Comments then can be copied from this document and pasted into the IE database Evaluator table (Table 1 below).
2. Meet with your two co-raters during the week of 9/27/12 to 10/4/12 and come to a consensus on ratings on which you differ. Be sure to compile your comments into one of the evaluator worksheet Word files and copy those comments into the IE database comment box. See Table 1 below.

3. Email your compiled and completed Evaluator worksheet Word file to me ASAP but for sure by October 5, 2012 and I will compile these documents and forward the compiled document to Dr. Shannon. Don't email it to me until the last column is filled in with yes/no (2012-2013 plan complete?).

This is what the "scoring" area looks like in the IE database. You can copy from Word and paste into this table in the IE data base. Once you and your co-evaluator have come to a consensus on the rating for the Findings, Analysis of Findings, and Evaluation Summary, fill in this table and finalize the Assessment.

Table 1

Year	2011-2012
Unit	Unit Name
Reviewers	names
Contact Person Presenting Report	unit contac
Findings Related to Assessment of Program Outcomes	▼
Analysis of Findings	▼
Evaluation Report of Analysis	▼
Specific Comments	
Finalize Assessment	☐
Update Cancel	

2012-2013 IE Checklist (last column of Evaluator worksheet Word file)

1. Each Unit Goal has at least one objective; each objective has at least one action.
2. Academic and technical units have at least one student objective.
3. Academic and technical units have SLO(s) or capstone course objectives for graduate assessment (SACS).
4. All objectives and actions are measurable (directly or indirectly). One of the actions of the objective has the measure in the action or the planned evaluation column.
5. Each action has all un-shaded columns completed (through Planned Evaluation).
6. Write yes or no and notes in the "2012-2013 IE Plan Complete?" column of Evaluator worksheet

document as to what has not been completed for the 2012-2013 plan. <u>Do not fill in the grayed out cells</u>.
7. Email your completed Evaluator worksheet to me by October 4, 2012 and I will compile these documents and forward the compiled document to Dr. Shannon.