

Assessment Committee Meeting 10/20/2016

Members present: NZB, Brent Phillips, Todd Leif, Bruce Graham, Brian White, Mark Whisler, Beth Whisler, Jamie Durler, and Susan Greene.

Agenda:

Discussion of the committee purpose and description
Dean responsibilities and report

Meeting Minutes

Beth Whisler moved to accept the minutes from the previous meeting. Brent seconded the motion. With no discussion, the minutes were approved as written.

The committee asked some questions about the Faculty Assessment Form and due dates. A discussion led to the recommendation that the assessment coordinator build a module in the Assessment Course that can be copied into Department Courses, in which faculty can submit assessment forms as an assignment. Storing the forms in Canvas, gives access to the forms to Dept. Chairs, Deans, and the assessment coordinator for tracking purposes.

The committee reviewed the Division Dean's responsibilities and reporting form. A number of changes were made to both. The committee also made some recommendations for the Department Chair responsibilities that will be reviewed in the next meeting. The assessment coordinator will revise the forms as recommended.

The committee reviewed the Assessment Committee responsibilities and made recommendations for changes. The assessment coordinator will revise the responsibilities as recommended.

The meeting adjourned at 12:00pm.

Division Dean Assessment Responsibilities

The division deans have the responsibility for maintaining a successful assessment program. This task is a part of their formal job description. They shall:

- Encourage and support the efforts of all faculty members, including adjunct faculty, to become more knowledgeable about learning theory, assessment, and the assessment process.
- Collect course assessment reports written by the members of their division. These reports are due at the end of each semester.
- Submit a report each semester to the Assessment Committee reporting instructor participation in assessment and summarizing division assessment activity.
- Facilitate department and divisional in-services, discussions, and decisions pertaining to assessment.
- Review assessment results with departments, divisions, the General Education Committee and the Assessment Committee.

- Insure that department and division decisions about assessment are implemented within the division.
- Allocate budget resources to support changes indicated by assessment results.
- Assist the Assessment Coordinator in hiring independent consultants to evaluate Cloud County assessment efforts as needed.
- Serve on the Assessment Committee.

Assessment Committee Membership

The department chair from each department or his/her designee, division deans, assessment coordinator, Vice President of Academic Affairs.

Assessment Committee Purpose

The Assessment Committee guides academic assessment at Cloud County Community College by reviewing assessment data, evaluating and revising current assessment practices, and providing professional development. Committee members oversee faculty participation in assessment participation and support faculty in developing recommendation for improved instruction and learning.

Assessment Committee Responsibilities

- 1) Meets monthly
- 2) Chaired by the assessment coordinator, a vice chair will be elected from the committee.
- 3) Keeps a record of assessment discussion, activities, and decisions through meeting minutes that will be made available to all stakeholders.
- 4) Evaluates and modifies procedures for the assessment of courses, programs, and departments for all modes of delivery.
- 5) Monitors development and revision of course outcomes for all courses.
- 6) Monitors the development and revision of Departmental/Program Goals.
- 7) Manages the information provided in syllabi explaining assessment practices to students.
- 8) Maintains a timeline/calendar of assessment for current and future years.
- 9) Provides professional development and support for faculty regarding assessment.
- 10) Encourages faculty participation in assessment.
- 11) Provides oversight within departments of assessment practices and of faculty participation in assessment.
- 12) Recognizes departments and faculty for participation in assessment.
- 13) Reviews assessment data and collaborates with faculty and departments in making recommendations for improved practices.