Call Meeting to Order
Time: 3:10 p.m.

Attendance
Present: Becky Miller, Mark Paddock, Doug Laven, Jenny Dumdei, and Shawn Schroeder
Absent: Narren Brown, Elaine Hardwick, Becki Gullickson, Jodi Olson
Guests: None

Additions to Agenda
None

Adoption of Agenda
Agenda was approved

Approval of Minutes
Minutes from the September 13, 2018 meeting were approved. Doug Laven made a motion to approve, seconded by Jenny Dumdei.

Old Business

Mentor/Mentee Update
Becky Miller showed the committee the Program Assessment Inventory document that is saved on the shared drive so everyone can access the file. Becky added a column to the inventory labeled “CL.” The “CL” column should be used by the mentors as a reminder to them if they have shared their feedback with their mentees on the Assessment Program Checklist. All programs should receive the checklist from their mentor.

Mission: South Central College provides accessible higher education to promote student growth and regional economic development.

Vision: South Central College will be the region’s leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.
❖ Becky Miller shared the 2016 – 2017 Civil Engineering Assessment Plan, on-screen. The committee talked about what still needed to be done on this plan. Becky noticed that they are currently only assessing the ICC’s. All technical programs should have Program Learning Outcomes (PLO’s) that are created by the program instructor(s) and their advisory committee members.

❖ The committee discussed leaving the 2016 – 2017 Assessment Plans as is and moving on to finalizing the 2017 – 2018 Assessment Plans. The committee decided we should focus on the 2017 – 2018 Assessment Plans. The committee believes this will give the HLC Reviewers a snapshot of how far we have come with our assessment and the steps we have implemented to analyze, document, and use our assessment results.

❖ If any of the mentors need help completing the Assessment Program Checklist, Becky Miller is willing to complete the evaluation of the Assessment Plan, document the information on the checklist, and return her feedback to the mentors to share with their mentees.

ICC Assessment
❖ Per our conversation at the last meeting, Becky Miller contacted ACT to find out more information about the CAAP exam to assess the Critical Thinking and Communication ICC’s. Unfortunately, ACT no longer offers the CAAP exam. While researching the ACT website, Becky came across a test called “Work Keys.” Becky sent them an email to find out more about this exam and what can be assessed by using this tool. Becky hasn’t received a response yet but will report back to the committee at the November meeting.

❖ Becky Miller mentioned the Critical Thinking Assessment (CAT), Collegiate Learning Assessment (CLA), and the Measure of Academic Proficiency and Progress (MAPP) exams. She will do more research on this and report back to the committee in November.
  o HLC likes to see a multi-pronged approach to assessing the ICC’s so the committee was tasked with using their contacts, peers, etc., to find other assessment tools that might help us assess our ICC’s.

❖ Shawn Schroeder updated the committee on the Liberal Arts assessment. The Liberal Arts program has done a fabulous job on assessing the ICC’s and will have their report completed soon. Shawn mentioned that the assessment of critical thinking in the past was not at an acceptable level. However, with the recommended changes made in the assessment of the critical thinking ICC, results have increased significantly.

❖ Doug Laven questioned if we were only going to assess the Critical Thinking and Communication ICC’s? Right now, we are going to continue to assess these ICC’s and determine what tools will be used for this assessment. The committee discussed that we need to assess this for a few years so we can implement any recommended changes each year and see if those strategies are improving student learning. Once we have the correct assessment tools in place, we will implement the assessment of the other two ICC’s and find appropriate tools for that assessment.
New Business

Assessment Website
❖ Becky Miller went through the current information on the Assessment page of the SCC website and found several links that don’t work and some information that needs to be updated. Elaine Hardwick is taking the lead on this project and will be working with Steve Pottenger to get the information updated.
❖ Committee members were asked to speak with their colleagues to see if they have rubrics they would like to share on the site. Send any rubrics to be posted to Becky Miller, and she will forward the information to Steve Pottenger to post on the site.
❖ Becky Miller will add a page that talks about the assessment training in D2L Brightspace. All staff should have access to this training.

Action Items
Action: Find out if the PLO’s are being shared in the online catalog.
Person Responsible: Becky Miller
Timeframe: November 2018

Action: Tools to Assess ICC’s
Person Responsible: Committee Members
Timeframe: November 2018

Action: Mentors complete Assessment Program Checklist, share with mentees, and upload to the shared drive.
Person Responsible: Committee Members
Timeframe: November 2018

Adjourn
Time: 3:50 p.m.

Recorded By: Mark Paddock
Time: 3:50 p.m.