Assessment Committee Meeting Minutes
Thursday, September 13, 2018
3:00 p.m. – 4:00 p.m.
North Mankato – President’s Conference Room
Faribault Campus – B-102

Members Present
Jenny Dumdei, Becky Miller, Jodi Olson, Shawn Schroeder, Mark Paddock, Beckie Gulklickson, Candy Mortenson-Klimpel, Doug Laven

The meeting was called to order at 3:02 p.m. by Becky Miller.

Becky Miller will continue as the Chairperson of the committee for the 2018 – 2019 academic year.

Initiatives that will be focused on for the 2018 – 2019 academic year will be:

- Create a structure to review the effectiveness of program assessment plans. Focus on assuring use of assessment results.
- Assessment of Institutional Core Competencies

Mentor/Mentee Program

Becky created folders for all of the committee members for this year that contained the handouts for this meeting. Committee members that were not able to make the September meeting will receive their folders at the October meeting.

Currently, our membership is low. Becky has reached out to the Division Chairs to help us recruit new members. Becky also encouraged members to help recruit for this year.

Becky went through all of the Assessment Plans on the shared drive and has updated the Program Inventory document. Those programs with pink highlighting need to complete some work. Mentors should make sure they are reaching out to the mentees that still need to complete their 2017 – 2018 plans. Becky is willing to join any mentor/mentee meetings if requested. There was a lot of good progress made on completing the plans during the August In-Service. Good job everyone!

As Becky was going through the plans, she noticed that some of the plans are not documenting enough information in the “Assessment Results” and “Recommendations” columns. It is great if the program has met their criteria for success, but there is always room for improvement. Make sure you have discussions with faculty about the results of their assessments. Did they notice anything that most students were not able to complete successfully? Is there something they can do to improve student learning in that area?
Becky has populated the first three columns of all plans for the 2018 – 2019 academic year. However, you should make sure that the programs are still planning to assess the same ICC's and program learning outcomes this year and update as necessary. **ALL programs need to download their plans for the 2018 – 2019 academic year from the shared drive as they have been updated slightly as far as design.**

The committee discussed completing an Assessment Plan Review Checklist for all programs and uploading the completed document to the program folders on the shared drive. Once the checklist is complete, each mentor should send a copy of the checklist to the program faculty. Attached is a sample of the email Becky is using when sending the email. Feel free to use the email if needed. If you would like to see a sample of a completed checklist, you will find Becky's completed checklist in the Machine Tool Technology or Computer Careers folders on the shared drive.

Becky has created a new Mentor/Mentee Meeting Schedule for the year. (See attached)

**Assessment of the ICC’s**

Becky mentioned that several years ago, SCC administered the CAAP exam as a college-wide initiative. The test was marketed to those students that have completed a minimum of 45 credits. With the assistance of the RIE area, we were able to do this quite easily. This initiative was marketed as “Assessment Day at SCC.”

Before moving forward with the CAAP exam, more research about the exams will need to be done, and discussions will have to take place with Dr. Burt and Narren Brown. There would be financial implications attached to this assessment. However, it could be a great way to assess ALL students that have attained a minimum of 45-credits whether they are AA students or technical students.

Some questions about the exam that were asked at the meeting were:

- If this exam is voluntary, are we only getting the better students and will that skew the data?
- What are other colleges doing? What other tools are out there?
- How large should the sample size be?
- Can we tie the exam to graduation?

There are still a lot of unanswered questions about the CAAP exam, but we will continue to do our research and see if this would be a feasible assessment for SCC.

Meeting adjourned at 3:55 p.m.

Recorder

Mark Paddock