Assessment Committee Meeting Minutes
Thursday, March 15, 2018
3:00 p.m. – 4:00 p.m.
North Mankato – Meeting Room A
Faribault Campus – President’s Conference Room

Members Present
Becky Miller, Doug Laven, Barb Embacher, Mark Paddock, Elaine Hardwick, Narren Brown, Mark Paddock, Emma Baumann, and Jenifer Clay

The meeting was called to order at 3:05 pm.

Minutes from the February meeting were approved.

Mentor/Mentee Updates
Mentors that were present at the meeting gave an update of their assessment efforts with their mentees.

Assessment Training Tool (D2L)
Becky Miller talked about the Assessment Training tool that was originally created in 2008. Becky modified the training and changed it to the SoftChalk format. The training has six content modules with a corresponding quiz. This assessment training is a good start for new/adjunct faculty. The training gives them a basic knowledge of what assessment is, tools you can use to assess student learning, how to complete the college’s assessment plans, and how to analyze and create recommendations for improving student learning. Faculty should all have rights to the Online Assessment Tool Training course in D2L. The committee should decide how to formalize who should be accessing this training. Is it something we need to make mandatory for new faculty hires? Do we want to create more modules to the training that are more advanced? The committee will continue discussions on the training tool.

April In-Service
The Assessment Committee will have a one hour session in the morning and one hour in the afternoon.

What should be presented at the breakout sessions?
- Online Training Module. Becky Miller will share the Analyzing Results and Closing the Loop learning module in the training since the objective at in-service is to assist faculty in the completion of their 2017 – 2018 plans.
Assessment Committee

“Providing resources and assistance to faculty to assess and improve student learning.”

➢ **Assessment Plan Example Grid.** The grid gives a detailed description of the information that should be included in each of the columns on the plan. The reverse side gives an example of one of the HVAC program learning outcomes and verbiage that was used to complete the assessment of that outcome.

  - When looking at the example grid, committee members had questions about how the outcomes are labeled. Do we refer to them as SCC’s, SLO’s, PCC’s, PLO’s, ICC’s? It was determined that we would use the following verbiage:
    - Student Learning Outcomes – SLO’s
    - Program Learning Outcomes – PLO’s
    - Institutional Core Competencies – ICC’s

The afternoon breakout session will be used to give faculty time to get help with their assessment plans from mentors and to analyze and document their recommendations on the 2017 – 2018 plan. Mentors will talk about the importance of assessment of student learning and why we need to be documenting our results. Assessment is a BIG part of our accreditation efforts and is one of the major objectives the HLC requires. The more personal argument is to help you be a better teacher. Teachers want to see student success.

Becky requested that the committee help her create a name for the breakout sessions. We need a snappy name to entice faculty to attend our breakout sessions. Becky will create the breakout descriptions and send them to Dawn Pearson. Email Becky your catchy title!

**Committee Initiatives**

Becky Miller introduced the first draft of Assessment Committee Initiatives. The first draft includes things like a long-term assessment training program, review effectiveness of program assessment plans, assessment information on the college web site, ICC’s, planning, assessment, and budget interconnectedness, assessment library, and the D2L assessment training tool. Committee will brainstorm to finalize the initiatives so we have a plan when we start the 2018 – 2019 academic year.

Barb Embacher stated that during program review we ask for program assessment plans. Programs should also be sharing their plans with their advisory committee’s once a year.

Operational plans? Have we done those? We haven’t been doing operational plans, but this could also be part of the Program Review process.

Deans need to know which programs are not on track with their Assessment Plans. Barb Embacher will let the Deans know which programs are struggling now so they can get them done by the end of the academic year. It was suggested that the required June day be dedicated to programs working on their Assessment Plans to get the current year completed and their 2018 – 2019 plan ready for next year.
Philosophy Statement -- Draft
Becky Miller shared the draft Philosophy Statement that was created in 2008. Committee members should bring their input/changes to the April meeting.

Instructor Evaluations
Narren Brown will share more on the evaluations at our next meeting.

The next meeting will be held on Thursday, April 12, 2018, at 3:00 p.m.

Meeting adjourned at 4:00 p.m.

Recorder
Mark Paddock