Assessment Committee Meeting Minutes
Thursday, February 8, 2018
3:00 p.m. – 4:00 p.m.
North Mankato – Meeting Room A
Faribault Campus – President’s Conference Room

Members Present
Doug Laven, Becky Miller, Elaine Hardwick, Candy Mortenson-Klimpel, Jenny Dumdei, Mark Paddock, Emma Baumann, Jenifer Clay, and Barb Embacher

The meeting was called to order at 3:15 pm.

Minutes from the January meeting were approved.

Mentor/Mentee Updates

Becky Miller reported:
- Computer Careers submitted their 2016 – 2017 plan and assessment tools
- Visual Arts – Becky met with Lu Mulder to discuss the creation of program learning outcomes for the 2017 – 2018 academic year. Lu will share the information with Michelle Johnson. Once the program learning outcomes are completed, Becky will work with the faculty to bring the new outcomes through the Curriculum Committee process.

Elaine Hardwick reported:

Doug Laven reported that:
- Automotive Service 2016 – 2017 Assessment Plan is complete
- Doug is still in communication with Scott Taylor about the SBM Assessment Plan
- Doug will be meeting with the Auto Body faculty soon

April In-Service
It was suggested that there be breakout sessions at the April in-service that pertain to assessment. Give faculty the opportunity to learn more about the different aspects of assessment, creating rubrics, assistance with their assessment plans, etc.
Assessment Committee

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

Instructor Course Evaluations

Narren Brown asked Becky Miller to share with the committee information about the Instructor Course Evaluations. In the past, the evaluations have been done in a paper/pencil format for the face-to-face courses, which is a very time consuming process for Julie Joerg. Narren would like to propose that the evaluations be in an electronic format. In this format, there would be a template of questions with the ability for faculty to add questions to the evaluation specific to their program. The evaluation could be developed in-house and would be mobile-friendly. By creating the evaluation electronically, we could streamline the process and provide faculty with the results in a timely manner.

The Assessment Committee members are in favor of the new delivery method of the Instructor Course Evaluations. Becky Miller will share this information at the next AASC meeting.

Institutional Core Competencies – Update

- **Internship Taskforce**
  - Barb Embacher has enlisted the assistance of Ryan Langemier, Jay Schmidt, Cristen High, and Samantha Camps (a graduate student from MSU doing a practicum experience at SCC); to update the current Internship forms to include the new Institutional Core Competencies. Jay Schmidt has done a lot of the work on the forms already. However, taskforce members will be meeting with individual programs that offer internship to get the forms completed for each area.
  - Becky Miller reached out to Shelly McGaw to have the ICC’s put on the “Academics” page of the SCC website. Barb Embacher talked with Shelly and found out that the ICC’s are already listed on the website on the “About Us” page.

Operational Goals & Assessment Plans

There have been many questions from the mentors about adding the Operational Goals to the Assessment Plans. The addition of the Operational Goals on the plans is fairly recent. The goals were added when SCC had a full-time Assessment Coordinator that was able to populate that information on all assessment plans.

After a discussion by the committee, it was determined that the operational goals are not necessary on the assessment plans. However, faculty are encouraged to access their dashboard information in SharePoint. Faculty can access this information and use it, if necessary, when completing their assessment plan.

The next meeting will be held on Thursday, March 15, 2018, at 3:00 p.m.

Meeting adjourned at 4:10 p.m.

Recorder
Mark Paddock