

Assessment Committee

MEETING MINUTES

Date: 10/26/2021

Time: 3:00 pm

Place: Microsoft Teams

I. Call to Order: Meeting called to order at 3:03 p.m.

II. Attendance:

- a. Attended: Kelly Roper, Dr. Stephanie Tully-Dartez, Christy Wilson, Dr. Carolyn Langston, Caroline Hammond, Scott Larkin, Jessica Brown, Shannon Forrest, Garrett Trussell, Mary Kate Sumner, Dr. Justin Geurin, Ray Winiecki, Vince Dawson,
- b. Absent: None
- c. Excused Absent: Brooks Walthall, Genevieve White

III. Approval of Minutes

- a. Approval of minutes: corrections recommended per members.
 - i. Christy Wilson motioned to approve both the amended April 29, 2021, and the Sept. 24, 2021, meeting minutes, and Vince Dawson seconded the motion. Motion passed.

IV. Old Business

- a. APM 1.10 committee membership changes were presented to and approved by the Academic Affairs Committee on Friday, October 1, 2021. These changes were sent to Planning Council, which met via electronic voting on Friday, Oct. 22, 2021, but the final tally of those votes is not yet complete.

V. New Business

- a. Actions: Reviewed and discussed the changes to the Assessment page on My Campus proposed by the Instructional Design Coordinator, Dr. Justin Geurin. The changes were made to update it and to make it more updated, simpler, and more user friendly, partly by adding interactive links within a diagram. Suggestions were made. Members would like for Dr. Geurin and Mary Kate to make the suggested changes then bring this back to the committee for a vote next meeting.
- b. Discussions:
 - i. Discussed about ARRT reviews of assessment reports. Christy Wilson discussed as to why the frequency of these was decreased and suggested we return to performing these more frequently.
 - 1. Motion made by Dr. Langston to return to the practice of having the ARRTeams perform assessment report reviews in the spring and fall instead of just once per year. Motion seconded by Ray Winiecki. ☒ Motion passed. Kelly Roper will assign members to specific ARRTeams.

- ii. Discussed Assessment Week: discussed assessment training for December's Assessment Week. It was decided to make the training mandatory, in person, and to utilize volunteers, but the open labs will be voluntary. Deans should encourage those who need to the lab time to attend, especially new faculty. Upon committee recommendation, Dr. Tully-Dartez stated that she will schedule a mandatory faculty meeting on Monday, Dec. 13th at 9:00 a.m. in Library Auditorium, with the subject being about Assessment, then have training sessions. The plan is to potentially have faculty members sign up for these electronically, similar to break-out sessions.
 - 1. Computer labs will need to be reserved ahead of time.
 - 2. Christy Wilson will create an Excel spreadsheet that Kelly Roper can use for volunteers and faculty members to sign up for training sessions.
- iii. Discussed committee meeting days & times: Will meet on the 4th Tuesday of the month in case we have items that need to go to Academic Affairs. The Nov. meeting will be moved to the 30th due to Thanksgiving week; there will not be a meeting in Dec. due to campus being closed; and the March meeting will be moved to the 15th due to spring break.

VI. Announcements: none

VII. Adjourn: motion to adjourn by Dr. Langston; seconded by Garrett Trussell. Meeting adjourned at 3:47 p.m.