

Assessment Committee

MEETING MINUTES

Date: Feb. 22, 2022

Time: 3:00 p.m.

Place: Microsoft Teams

I. Call to order

The meeting was held on Microsoft Teams and was called to order at 3:05 p.m.

II. Roll Call

- a. **The following committee members were present:** Kelly Roper, Caroline Hammond, Dr. Justin Geurin, Garrett Trussell, Dr. Carolyn Langston, Vince Dawson, Jessica Brown, Christy Wilson, Genevieve White, and Ray Winiecki.
- b. **The following committee members were excused:** Juanita Norful
- c. **The following committee members were absent:** Brooks Walthall
- d. **The following guests attended the meeting:** Benjamin Cagle attended as a guest.

III. Approval of Minutes

Approval of minutes: Ray Winiecki motioned to approve the January 2022 meeting minutes; Jessica Brown seconded the motion. Motion passed via committee vote.

IV. Old Business

- a. As discussed in previous month's committee meeting: Dr. Stephanie Tully-Dartez's former position was deleted from this committee, including a change in the APM. It was discussed to add her back in her new role as VPAA as an advisory role on the Assessment Committee. Dr. Tully-Dartez has agreed to re-join this committee in an advisory role. Justin Geurin motioned to add the VPAA role in an advisory capacity to the Assessment Committee. Ray Winiecki seconded the motion. There was no discussion. The committee voted and approved for the motion to carry. This would require an APM change so Kelly Roper will submit an APM change form.
- b. As discussed in previous month's committee meeting: Justin Geurin proposed a change in the design format of the Assessment page on My Campus to simplify the vast amount of content, which he began working on as the college's Instructional Design Coordinator. He reviewed the changes with the committee. Caroline Hammond motioned to move forward with the new design format, Christy Wilson seconded. The committee approved via a vote. It was decided that this would go forward to Academic Affairs as an announcement since no content was changed. Dr. Geurin and Mary Kate will review it to see if anything needs to be edited before making it go live.
- c. As discussed in previous month's committee report, the following was tabled until this month's meeting because one ARRT team hadn't finished their ARRT reviews and compiled a report: The 3 ARRT review reports from the Fall semester were shown to the committee and discussed. A question was asked if any data can be uploaded as an attachment at the CLO location in Weave or only at the data upload location. Christy Wilson said no but some of the data info can be reported in the data analysis section.

V. New Business

- a. Benjamin Cagle, guest, discussed the need for improvement on the assessment process, incorporation of a connection between Weave and Blackboard, and to determine if and how his department could assist. Discussion ensued, including the fact that Blackboard Ultra allows more effective methods of extracting assessment data that would help to streamline this process. No actions needed at this time.
- b. The addition of another Assessment coach was proposed by Genevieve White, seconded by Jessica Brown, discussion ensued, and the motion passed via a vote by the committee. Kelly Roper will discuss with Dr. Tully-Dartez if there will need to be any further actions to make this happen.

VI. Announcements

- a. There are new features in WEAVE, for which there will be a webinar on Feb. 24th at 2:00 p.m.

VII. Adjourn

A motion to adjourn was made by Ray Winiecki and seconded by Genevieve White. Meeting adjourned at 3:43 p.m. Instead of a meeting of the whole committee in March, we will do ARRT reviews in March. The next full committee meeting will be in April 19, 3:00 p.m. via Teams (Assessment Team).

Minutes submitted by: Caroline Hammond, Secretary