

Assessment Committee

MEETING MINUTES

Date: 4/19/2022

Time: 3:00 pm

Place: Microsoft Teams

I. Call to Order: 3:02 p.m.

II. Attendance:

- a. Present: Kelly Roper, Caroline Hammond, Brooks Walthall, Chelsey Turner, Dr. Carolyn Langston, Christy Wilson, Garrett Trussell, Jessica Brown, Justin Geurin, Ray Winiecki, Dr. Stephanie Tully-Dartez, Vince Dawson
- b. Guests in attendance: Benjamin Cagle
- c. Absent: None
- d. Excused Absence: Genevieve White, Juanita Norful

III. Approval of Minutes

- a. Approval of minutes of the February 22, 2022 minutes (No meeting in March): Dr. Langston made a motion to approve, Justin Geurin seconded the motion. No discussion, no edits mentioned. Motion passed via committee vote.

IV. Old Business

- a. Reminder that all ARRTs need to review their assessment reports for this semester
- b. ARRT review reports from the Spring 2021 semester
 - i. Christy Wilson
 - ii. Genevieve White
 - iii. Kelly Roper

V. New Business

- a. Reminder that method of course delivery must be included in report; If more than one section, the report data needs to be both disaggregated, which is uploaded into Weave, then aggregated into one report.
- b. Assessment Week:
 - Discussion about whether Assessment Week training should be required by faculty members to attend or not. The committee decided that NEW faculty members must attend.

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- Spring Assessment lab time during assessment week (May 9-12): All day Monday and Tuesday but suggested that faculty members sign up for specific times.
 - A survey link will be sent out by Dr. Tully-Dartez's office to the committee members for signing up as volunteers for Assessment Week Open Labs.
 - Deans should send names of new faculty members to Christy Wilson so that they can be requested to attend the training.
 - Any suggested Assessment trainings based on the ARRT review reports Also discussed was the need for demonstration training videos as a walk-through of the full process.
- c. Christy Wilson will send out the CLO's for the new Forestry Program for input from Assessment Committee members per request by the Curriculum Committee.

VI. Announcements: none

VII. Adjourn: Motion to adjourn by Ray Winiecki, seconded by Brooks, motion approved by the committee. Adjourned at 3:37 p.m.

Minutes submitted by: Caroline Hammond, Secretary