

Assessment Committee

MEETING MINUTES

Date: December 6th, 2022

Time: 3:03 pm

Place: Microsoft Teams

I. Call to Order

The meeting was called to order via Microsoft Teams at 3:03 pm.

II. Roll Call

- a. **The following committee members were present:** *Kelly Roper, Dr. Carolyn Langston, Mary-Kate Sumner, Garrett Trussell, Dr. Justin Geurin, Jessica Brown, Ray Winiecki, Dr. Cynthia Meyer, Dr. Stephanie Tully-Dartez, Chelsey Turner, Christy Wilson*
- b. **The following committee members were excused:** *none*
- c. **The following committee members were absent:** *none*
- d. **The following guests attended the meeting:** *none*

III. Approval of Minutes from Last Meeting:

- a. Kelly Roper sent the minutes via email. Carolyn Langston made a motion to approve the minutes and Garrett Trussell seconded that motion.

IV. Old Business:

- a. No report

V. New Business:

- a. Action

1. ARRT Team Report of Findings were shared on screen and discussed.

- Kelly Roper mentions the importance of emphasizing disaggregation of data between Online, In-Person, and Concurrent students in WEAVE for HLC. Christy Wilson pointed out that CLOs are not being universally linked and Plan of Action is missing on many.
- Ray Winiecki motions to accept this WEAVE template for full implementation Fall 2023 and Garrett Trussell seconded. Motion was amended to full implementation to Summer 2023. Motion passed, no opposition.

2. Mary Kate requests that there be a person to help with new Syllabi template at the same time we are running Assessment Labs during assessment week in December 2022. No objections.
3. Assessment Lab Dates for Fall 2022, Monday, December 12th, and Tuesday December 13th.
 - Committee members volunteered for Assessment Lab duty in WHT 101 to help faculty, shifts are 8am-12pm and 1:30pm-5pm. C. Wilson and K. Roper are going to be in the lab most times.

b. Discussions

1. Discussions of WEAVE template for more successful Assessment completion
 - a. Christy Wilson developed a WEAVE template for all faculty to use to make sure all Assessment data is reported fully and uniformly. She reviewed this for all participants in WEAVE. She also recommended that full adoption of template should be 2023-2024 school year.
 - b. C. Wilson and K. Roper reminds all participants that we must vote on these measures as a committee and move to the Academic Affairs Committee for approval for Fall.
 - c. C. Wilson and K. Roper present WEAVE tutorial PDF; this document is a step-by-step instruction guide to the ideal WEAVE template for Assessment in courses. Discussion was held about making formatting changes to the document. Overall discussion of the content and purpose of the document is positive.
 - d. Dr. Meyer suggests creation of a blank template and Christy Wilson offered to research this option.

c. Announcements

1. None

VII. Adjournment

- a. Carolyn Langston made a motion to adjourn the meeting at 3:45pm and Garrett Trussell seconded the motion.

Minutes submitted by: Jessica Brown