ASSESSMENT COMMITTEE

MINUTES

2015-2016

August 27, 2015
October 8, 2015
December 10, 2015
February 11, 2016
March 10, 2016
Assessment Committee Meeting
August 27, 2015, at 2:30 p.m.
ASI 112

A meeting of the Assessment Committee was held on Thursday, August 27, 2015. The meeting was called to order at 2:30 p.m., by Chris Otto, Chair.

Committee Members Present: Chris Otto, (Chair), Sandy Frey, Jason Gardner, Louise Jadwisiak, Laura McCloskey, Skyler Ross, Allan Wamsley, and Suzie Welch

Committee Members Absent: Holly Boettcher, Joette Klein, Amanda Macke, Connie Nash, and Joan Warren,

Ex Officio Members Present: Janet Akers, Caron Daugherty, Shirley Davenport, and Dena McCaffrey

Approval of Minutes - Minutes from the March 12, 2015 meeting were available at sign-in. Any revisions should be sent to Chris. If no revisions are received, the minutes will be approved as recorded.

General Education Assessment – Chris presented the process and timeline for the General Education institutional assessment. The committee will meet to incorporate final faculty feedback. The proposed updates will be presented to the Curriculum Committee, with the IA report completed in November. The general education outcomes can then be used to establish protocols to have a more defined assessment of general education courses across disciplines. It was suggested that a campus-wide policy be set up to include general education assessment, in addition to multi-section assessment, for disciplines going through the IA process. This proposed directive will be the overarching goal of the Assessment Committee this year. Discussion followed regarding incorporating this process into technical courses.

Assessment in Non-Academic Areas – (Student Activities, Testing Services, Student Services, Cafeteria, etc.) A workgroup consisting of Jason Gardner, Julie Frasier, Laura McCloskey, Connie Nash, and Chris Otto will focus on fostering assessment in non-academic areas. They will find out what these areas are already doing, possible through surveys. This information can then be publicized in the Assessment Update. The group will also offer assistance to further the assessment process. Many of these areas are already working with surveys. Other forms of assessment were discussed.

Mock HLC Audit – A workgroup consisting of Chris DeGeare, Chris Otto, Skyler Ross, Allan Wamsley, and Suzie Welch has been created. The purpose of this group is to prepare for our next HLC visit. Allan Wamsley gave an example of HLC reviewing a course offered as online, hybrid, and face-to-face. He discussed that HLC may request that we show the same learning outcomes, same contact hours, same assessments for the various course presentations. Discussion followed regarding documentation for HLC through a mock audit. Caron Dougherty offered to retrieve the types of information that would be of value for the audit. Rewriting of the Assessment Plan was discussed.

Assessment Update – A workgroup consisting of Holly Boettcher, Sherry Callahan, Louise Jadwisiak, Joette Klein, Joan Warren, and Chris Otto is planning October and March publications. Assessment in the academic area of Career Technical Education and in non-academic areas will be highlighted.

Quality Matters – Allan Wamsley reported that an assessment update with the rubric and example course went out to faculty as a link. Christy Cornelius and Cindy Rossi will give a presentation on the
process at the next division meetings and will ask for any additional feedback. This will then be collected and brought back to the Assessment Committee. Pending final approval, training would begin this fall.

**Next Meeting Date** – September 10, 2015

With no further business and all in approval, the meeting was adjourned at 3:30 p.m.

Respectfully submitted by,
Tina Jokerst
Division Secretary
Communication & Fine Arts
Assessment Committee Meeting  
October 8, 2015, at 2:30 p.m.  
ASI 112

A meeting of the Assessment Committee was held on Thursday, October 8, 2015. The meeting was called to order at 2:30 p.m., by Chris Otto, Chair.

Committee Members Present: Chris Otto, (Chair), Holly Boettcher, Jason Gardner, Joette Klein, Amanda Macke, Laura McCloskey, Skyler Ross, Allan Wamsley, Joan Warren, and Suzie Welch

Committee Members Absent: Louise Jadwisiak, Connie Nash, and Sandy Frey

Ex Officio Members Present: Janet Akers, Michael Booker, Caron Daugherty, and Shirley Davenport

General Education Assessment – Chris Otto had previously suggested that the Institutional Assessment (IA) form be revised to include a section for comment regarding how each program supports general education outcomes. Chris will draft a revision of the IA form.

A handout showing a different model of the institutional assessment process, was circulated. It demonstrated a more incremental process. Discussion followed, including integrating assessment processes of CTE programs for accreditation and for non-academic areas. It was noted that an assessment liaison for initiating the IA process per department would be beneficial. Chris will send out a request for volunteers to form a subcommittee to research the strengths and weaknesses of the IA process, to gather justification for changes, and to obtain suggestions for the process.

CAAP is currently given as an exit exam. The importance of utilizing CAAP data as a tool for general education assessment was discussed. Chris will contact Betty Linneman regarding how the CAAP test is implemented and how it lines up with general education outcomes.

Assessment Update – Jason Gardner has submitted an article. Chris Otto and Allan Wamsley will also be submitted articles for the November Assessment Update. Chris welcomed any additional submissions. It was suggested that Betty Linneman be asked to submit an article regarding the process for giving the CAAP test and the upcoming replacement of the COMPASS test.

Assessment Plan Revision – Chris Otto referenced the Assessment Plan located on the website at CTL/Assessment/Assessment Plan. Chris will work on a revision to the current Assessment Plan and will bring a revised draft to the November meeting. If anyone has suggestions, please submit to Chris. Once Assessment Plan is updated, it will be posted on the Assessment Committee page under the Committee tab.

Assessment in Non-Academic Areas – Chris suggested looking at publications to research how to assess non-academic areas with regard to supporting learning outcomes. Discussion followed on meeting expectations of student learning in non-academic areas, integration with instruction, and assessing core or life skill abilities. The subcommittee being formed to review the IA process will address this.

Ensuring Consistency of Content and Instruction Across Parts of Term – Allan Wamsley has suggested this as an action plan. This runs parallel with the federal definition of a credit hour. Discussion followed to identify a process insuring that this occurs. The IA process subcommittee will
also address this issue. Chris Otto, Skyler Ross, and Holly Boettcher have volunteered for the subcommittee.

**Quality Matters** – Allan Wamsley reported that a presentation of the local rubric for Quality Matters was presented at all division meetings. Feedback from faculty was given. Allan made a motion that the rubric and processes be adopted, and to begin applying the rubric to the Spring 2016 semester online courses. Chris Otto moved that the Assessment Committee accept the rubric and processes, to be applied to online courses in the Spring 2016 semester. With all in favor the motion was approved.

**Next Meeting Date** – November 12, 2015

With no further business and all in approval, the meeting was adjourned at 3:30 p.m.

Respectfully submitted by,
Tina Jokerst
Division Secretary
Communication & Fine Arts
Assessment Committee Meeting  
December 10, 2015, at 2:30 p.m.  
ASI 112

A meeting of the Assessment Committee was held on Thursday, December 10, 2015. The meeting was called to order at 2:30 p.m., by Chris Otto, Chair.

**Committee Members Present:** Chris Otto, (Chair), Holly Boettcher, Sandy Frey, Laura McCloskey, Skyler Ross, Allan Wamsley, Joan Warren, and Suzie Welch

**Committee Members Absent:** Jason Gardner, Louise Jadwisiak, Joette Klein, Amanda Macke, and Connie Nash

**Ex Officio Members Present:** Linda Abernathy, Janet Akers, Michael Booker, Caron Daugherty, Shirley Davenport, Chris DeGeare, and Dena McCaffrey

**Guests:** Kim Harvey

**Approval of Minutes** – Minutes from the October 8, 2015 meeting were available at sign-in. With no revisions, the minutes were approved as recorded.

**IA Subcommittee Report** – Chris Otto explained that the Institutional Assessment (IA) Subcommittee was formed to research strengths and weaknesses of the IA process. Chris proposed a plan that would use general education outcomes to develop the framework for general education assessment at Jefferson College. A proposed revision to the IA process would include each department documenting how it fulfills general education within its program. Some items for discussion arose from the sub-committee meeting:

- What role the Assessment Committee will play in the IA process
- Revision of the IA form, timetable, and process
- The purpose of the IAs, how the data is used
- Use of a campus survey for feedback from faculty

Discussion followed regarding breaking down the IA process into increments, developing one process each year of the 5-yr. cycle. Also discussed was a more general approach for the IA process to include academic, technical, and nonacademic areas versus a more area-specific process. 

Departmental goals of the IA process that demonstrate support of strategic planning were also considered. The sub-committee will meet again in January to define discussion items. These items will be presented for further discussion at the next Assessment Committee meeting. Faculty feedback will be requested before reporting progress to President's Leadership Council.

**General Education Assessment - News** – The College currently uses CAAP testing for the exit exam. Discussion is underway with regard to continuing its use. Chris will gather information for ways to use CAAP data for general education assessment by the Assessment Committee.

Chris distributed an AACU VALUE Rubric, part of the LEAP initiative, as an example of an assessment tool that could be used across campus to assess general education outcomes. These rubrics are posted on Blackboard. Faculty feedback will be requested as to whether the College could use an assessment tool of this sort, or that we develop our own. The creation of a general education assessment sub-committee or taskforce that is ongoing was suggested. Nonacademic assessment to support general education learning outcomes was further discussed.
Ways to Implement General Education Learning Outcomes Across Campus – Chris Otto made the following suggestions in terms of implementing general education learnings outcomes across campus:

- Jefferson College One Read Program – Chris coordinated with the Library for a One Read Program for the book, *Fahrenheit 451*. This will be tied in with Bad Books Week. Anyone across campus may participate in reading the book, screening of the film and group book discussions.
- Writing Across The Curriculum – Caron Daugherty suggested presenting a workshop on the process of reporting institutional assessment, to be used by all areas of the campus and possibly using the VALUE Rubrics. It could potentially address one of the years of the revised IA process and integrate into various departments.

Both of these activities will promote common intellectual experiences across campus.

CTL Workshop - Preparing for Institutional Assessment – Chris suggested offering a committee-sponsored workshop through the CTL which would address the process of preparing for institutional program assessment. Christy Cornelius will be contacted for a possible workshop in the spring. Any faculty who are willing to create a cohort may participate in the workshop and share their experiences.

Assessment Conference - in NOLA – Chris gave information for attending an assessment conference in New Orleans on February 18, which focuses primarily on general education assessment. Kim Harvey also suggested the HLC Assessment Academy in February. It will address assessment at the institutional level, both academic and non-academic. Kim provided further information regarding the HLC conference. It was suggested that a representative from a non-academic area attend the conference, as well as academic and student affairs attendees. Kim Harvey will summarize the cost and work with Caron Daugherty to possibly coordinate attendance at an HLC Assessment Academy.

Assessment Update – Jason Gardner’s article will be published in the next Assessment Update. Chris will send it out to the committee for review before publishing.

Assessment Guidebook – Chris commented that revision of the IA process should be in order before revising the guidebook. The assessment guidebook is based on the assessment plan. The HLC Assessment Academy would provide guidance on developing the assessment plan.

Quality Matters – Allan Wamsley reported that the Quality Matters team has met with faculty and reviewers for online courses beginning in Winter 2016. Faculty are going through the rubric and beginning the self-assessment of their course which is due in January to the team. The team will then provide feedback in a final document.

Next Meeting Date – January 14, 2016

With no further business and all in approval, the meeting was adjourned at 3:42 p.m.

Respectfully submitted,
Tina Jokerst
Communication & Fine Arts
Division Secretary
Assessment Committee
MEETING MINUTES
February 11, 2016

Members Present: Chris Otto - Chair, Sandy Frey, Laura McCloskey, Connie Nash, Skyler Ross, Suzie Welch

ExOfficio Members Present: Michael Booker, Caron Daugherty, Julie Fraser, Connie Kuchar, Dena McCaffrey

Members Absent: Holly Boettcher, Jason Gardner, Louise Jadwisiak, Joette Klein, Amanda Macke, Allan Wamsley, Joan Warren

Guests: Trish Aumann, Scott Cazadd, Kim Harvey, Kathy Johnston, Bill Kaune

EXPECTED OUTCOMES OF MEETING:

<table>
<thead>
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<th>Agenda Item</th>
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<td>Call to Order</td>
<td>Chris Otto, Chair, called the meeting to order at 3:30 p.m.</td>
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<tr>
<td>Approval of Minutes</td>
<td>Minutes of the December 10, 2015 meeting were available upon sign-in. Chris requested that committee members review and email any corrections to him. If no corrections are received, minutes will be approved as submitted.</td>
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<td>General Education IA - (Assessment Feature)</td>
<td>Chris Otto reported that pending approval for the addition of the General Education competencies by the Curriculum Committee, the General Education Institutional Assessment (IA) will be finalized. Chris presented a report from Leslie Buck regarding the proposed structuring and process to oversee the General Education Program. Scott Cazadd and Bill Kaune were present to represent the Curriculum Committee and to answer any questions. Discussion followed.</td>
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<td>Assessment in Non-Academic Areas</td>
<td>Chris Otto reported that the subcommittee to address assessment in non-academic areas met on Feb. 5. Representatives from several non-academic areas presented ideas to assess their departments. Laura McCloskey posted a list of assessment resources available through Google drive. Additional information may be added, as available. The subcommittee plans to meet with different non-academic areas to see what they are doing to assess their areas and how it will fit into the larger scope of assessment. Trish Aumann and Allan Wamsley attended an assessment conference. Trish reported that it was a very beneficial workshop providing practical tools and resources for assessment. Trish presented information from the workshop. Chris also forwarded information from Allan. The workshop addressed items such as terminology with common definitions, best practices from other institutions, developing toolkits specific for each institution,</td>
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<td>curriculum mapping, etc. The information was applicable to both academic and non-academic areas. Another workshop for assessment will be offered in July in Chicago. Caron Daugherty recommended sending a team of faculty to an upcoming assessment workshop.</td>
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<td><strong>IA Form Subcommittee</strong></td>
<td>The subcommittee met on January 14. Chris distributed a draft IA form submitted by Michael Booker. The draft IA form presents a format for universal use by different areas of the college. Discussion followed on the draft form. Revision of the form is ongoing, with another draft to be presented at the March meeting. The IA process was discussed in conjunction with assessment. Laura McCloskey suggested an example of data collection for assessment methods. Discussion followed on setting benchmarks for defining success institutionally. Caron Daugherty will contact Joan Warren for information regarding success benchmarks for the next meeting.</td>
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<td><strong>Student Evaluation Forms</strong></td>
<td>Suzie Welch asked how often questions on the student evaluation form are updated. There was discussion regarding making the online evaluation and the in-class evaluation more consistent. Suzie will contact Allan Wamsley regarding information about the online evaluation.</td>
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<td><strong>Assessment Plan</strong></td>
<td>Updating the Assessment Plan was discussed. An announcement will be sent out to create a subcommittee. An invitation will be sent out to attend an assessment workshop, with regard to the Assessment Plan update.</td>
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<td><strong>Assessment Update</strong></td>
<td>An article will be put in the Spring Assessment Update featuring the assessment workshop attended by Trish Aumann and Allan Wamsley.</td>
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<td><strong>LKJ Excellence in Assessment Award</strong></td>
<td>Chris Otto will be sending out information regarding the Linda Johnston Excellence in Assessment Award.</td>
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<td><strong>Committee Membership</strong></td>
<td>A list of membership is available. Please indicate whether you will continue membership for next year. Caron presented the idea of a co-chair model. Different members would focus on different levels of assessment, such as, institutional or program level, general education, etc.</td>
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<td><strong>Next Meeting</strong></td>
<td>March 10, 2016, at 3:30 p.m., in ASI 112</td>
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<td><strong>Adjournment</strong></td>
<td>With no further business, the meeting was adjourned at 4:42 p.m.</td>
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Respectfully submitted,

Tina Jokerst
Communication & Fine Arts
Division Secretary
# Assessment Committee
## MEETING MINUTES
### March 10, 2016

**Members Present:** Chris Otto - Chair, Sandy Frey, Jason Gardner, Joette Klein, Amanda Macke, Laura McCloskey, Skyler Ross, Allan Wamsley, and Suzie Welch

**ExOfficio Members Present:** Caron Daugherty, Shirley Davenport, Connie Kuchar

**Members Absent:** Holly Boettcher, Louise Jadwisak, Connie Nash, and Joan Warren

**Guests:** Kim Harvey

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<td>Revising The Assessment Plan</td>
<td>Chris Otto suggested reviewing the current Assessment Plan at the next meeting. He proposed working on the Plan as a summer project, with at least one meeting during the summer. The Assessment Plan will be divided among groups of committee members to review and edit. Chris will then synthesize revision recommendations for an update in 2016. Kim Harvey has discussed with Caron Daugherty possible attendance of a team at an HLC Assessment Workshop the week of July 11, 2016. A draft of the Assessment Plan would be taken to this workshop for further development. Representatives from both the academic and co-curricular areas would attend. Recommendation of attendees was discussed: Shirley Davenport, one rep from each division of A&amp;S, two reps from CTE, and two reps from the co-curricular area. A meeting to provide feedback from the attendees will be considered after the workshop. The current Assessment Plan will be posted on the Committees tab under the Assessment Committee.</td>
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<td>Revising The IA Form – Michael Booker’s Draft</td>
<td>Chris Otto indicated that Michael Booker has written a revised draft of the Institutional Assessment Form (IA Form). The draft includes a reporting feature to address general education outcomes. Chris asked for feedback regarding a feature on the current IA form - FTE. Discussion regarding the usefulness of this feature followed. There was a general consensus that this feature could be removed from the form. Chris will contact Michael for final revisions on the draft.</td>
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<td>Chris reported that the subcommittee further discussed altering the IA process from one report every five years to an annual report and a summative five-year report. This revision is designed to allow departments to monitor progress on goals and objectives. Caron Daugherty suggested a document used in strategic planning which could be used as a resource for IA reporting. The IA Subcommittee will report back on a draft of a proposed 5-year IA cycle and the draft IA form.</td>
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<td>General Education Assessment</td>
<td>A General Education Summit may be held in the fall during Opening Week 2016 to discuss the need for assessing our general education learning outcomes across campus. Chris referred to the LEAP rubrics as part of this process. Shirley Davenport commented that the General Education IA report includes multi-section assessment information that would be useful. Allan Wamsley also suggested addressing language, curriculum mapping, and focusing on two or three general education outcomes and ways to assess.</td>
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<td>Assessment in Non-Academic Areas</td>
<td>This subcommittee met twice and is in the information gathering stage. Kim Harvey reported that Allan Wamsley and Trish Aumann provided feedback from the assessment workshop they attended. Data is being added to a spreadsheet created by Laura McCloskey. Several models for assessing have been identified in co-curricular areas. (Non-academic will now be termed co-curricular.)</td>
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<td>Quality Matters</td>
<td>Allan Wamsley reported that online courses for the spring semester have been selected for evaluation. The evaluation process is under way. Faculty have completed a self-review, and a review team is currently evaluating the courses. There will be feedback to faculty followed by a final report.</td>
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<td>Assessment Update</td>
<td>A review of the HLC Assessment Workshop attended by Trish Aumann and Allan Wamsley will be published.</td>
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<td>Summer Meetings</td>
<td>Summer meetings will be held as previously mentioned.</td>
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<td>New Members and Chair for Next Year</td>
<td>For the 2016-2017 academic year, a co-chair model will be adopted. Allan Wamsley will serve as co-chair for the institutional area with the academic area co-chair to be determined. Connie Kuchar agreed to take Skyler Ross's place. Joe Kohiburn will take Joette Klein's place. Membership for the upcoming year will be finalized by the end of 2015-2016 semester. Chris Otto will continue to assist with general education assessment.</td>
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<td>Next Meeting</td>
<td>April 14, 2016, at 3:30 p.m., in ASI 112</td>
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<td>Adjournment</td>
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Respectfully submitted,
Tina Jokerst
Communication & Fine Arts
Division Secretary

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