

Assessment Taskforce Minutes
October 28, 2004

The Assessment Taskforce met at 2:45pm on Thursday, October 28, 2004, in the Blue Room of the Business Sciences Building. Members present were: Kathy Ackerman, Angela Ledford, Tim Beaver, Jeremiah Council, Steve Hollifield, Barbara Peterson, John Quinley, Lisa Bridges, Erin Strickland, Nancy Womack and Carol Richardson.

The following items were discussed:

Old Business:

1. Nancy Womack announced that all taskforce meetings will be held in the Blue Room and all campus-wide meetings will be held in the Foundation.
2. Nancy Womack mentioned that Melissa Quinley has been added to the Assessment taskforce but IT and Student Affairs representatives will not be added at this time since our primary focus is academic assessment. They will be added next year.
3. The Assessment taskforce adopted the following goals for 2004-2005
 - a. To oversee the development and to write the college Quality enhancement Plan (QEP) for SACS reaffirmation.
 - b. To keep the entire campus informed and involved in the QEP process.
 - c. To sponsor workshops at the campus-wide meeting on such topics as the following:
 1. Creating and writing portfolio assignments
 2. Informal classroom assessment
 3. Assessing informational literacy
 4. Assessment in the service areas (ie. Student Affairs)
 5. Sharing of program assessment plans
 6. Quality improvement documents as a part of program assessment
 - d. To sponsor portfolio workshops for students during Portfolio Week (March 7-11)

New Business:

1. SACS Update-John Quinley distributed copies of the second issue of "SACS Update" a campus newsletter that is published quarterly by the Public Information Office. Suggestions for distribution were discussed. Future newsletters will include student involvement and pictures; etc. The first edition of the newsletter is available on ICC website.
2. QEP subcommittee reports were given:
 - A. Portfolio subcommittee:
 1. Dr. Barbara Peterson , Chair
 2. Members include: Tom Tucker, Erin Strickland, Carl Jackson and John Quinley
 3. Minutes of their meeting will be forwarded to Dr. Nancy Womack, Dr. John Quinley, Jo James, and Carol Richardson.

4. Accomplishments include collaborating with the Library to reserve materials regarding Assessment. Many materials have been added and some are on order. The committee has divided up the information on student portfolios and best practices and is in the process of reading and writing abstracts.
5. The committee continues to discuss many issues regarding student portfolios.
6. Barbara Peterson expressed a need for a representative from the Business Sciences area to be added to her subcommittee. Carol Richardson, Liaison for this area will discuss this need with Dr. Myra Johnson.
7. This committee will be developing a survey to see current practices regarding student portfolios. This survey will be combined faculty survey with a survey on the use of assessment tools patterned after the survey of 2001 and 2003, and outcomes of learning strategies to be developed by the learning strategies taskforce.

B. Project Penelope Subcommittee:

1. Jo James, Chair
2. Members include: Jeremiah Councill, Kelly Dedmon, Tim Beaver, Steve Hollifield, Lisa Bridges, Sheila Francis and Mike Lipkin
3. Minutes of their meeting will be forwarded to Dr. Nancy Womack, Dr. John Quinley, Jo James, and Carol Richardson.
4. Accomplishments include the selection of artifacts for assessment using Penelope.
5. Kathy Ackerman, Melissa Quinley, John Quinley and Nancy Womack have all volunteered to be assessors. The committee encouraged all areas to continue to ask for volunteer assessors from full-time and part-time faculty

C. Program Assessment Subcommittee:

1. Dr. John Quinley, chair
2. Members include Dr. Nancy Womack, Angela Ledford, Kathy Ackerman, Mike Davis, Melissa Quinley and Carol Richardson.
3. John Quinley distributed the QEP Development Calendar and the Assessment Liaison Position Description. Angela Ledford will serve as liaison for Applied Sciences, Mike Davis to Continuing Education, Kathy Ackerman for Arts and Sciences, Melissa Quinley for Developmental and Carol Richardson for Business Sciences. The liaison will work closely with the Deans, the Assessment taskforce leadership and the director of Assessment, Planning and Research.
4. John Quinley also distributed the Levels of Implementation Study that the liaisons will distribute to all faculty for completion to determine the faculty's impression of current functioning in assessment. These surveys will encourage each area to examine their current practice and allow for suggestions for improvement.

V. The next Campus-wide Meeting will be held November 17, 2004 in the Foundation.

- A. Information session to include summaries of all above activities.
- B. Workshop session related to goals.
- C. Refresher session on using informal classroom assessment techniques.
- D. Session on teaching and assessing information technology.

The meeting was adjourned at 4:00pm. The next meeting will be the Campus-wide meeting November 17, 2004, at 2:30pm in the Foundation

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair