

## **Assessment Taskforce Minutes February 15, 2005**

The Assessment Taskforce met at 2:45pm on Tuesday, February 15, 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, Melissa Quinley, Karl Jackson, Erin Strickland, Nancy Womack, Jo James, Myra Johnson, and Carol Richardson.

The following items were discussed:

### Old Business:

1. Nancy Womack thanked everyone for their hard work on the subcommittees, literature review, and the liaisons.
2. Melissa Quinley and Myra Johnson were welcomed to the taskforce.
3. Minutes from the last meeting were approved.

### New Business:

1. Nancy asked for volunteers to attend the Alverno Institute Conference April 7 on "Teaching and Assessing Student Abilities".
2. Nancy also asked for volunteers to attend the conference sponsored by the American Association of Higher Education.
3. QEP subcommittee reports were given:
  - A. Portfolio Subcommittee-Dr. Barbara Peterson, chair.
    1. Barbara reports that the subcommittee members are awaiting the campus wide survey results about student portfolios. John Quinley reported that this report is ready and will be forwarded to their subcommittee so this information can be reported in the next campus wide meeting.
    2. The Portfolio subcommittee are discussing ways of establishing the student portfolio a requirement for general education requirement. Currently there is no exit course that exists with a portfolio requirement. The taskforce representatives will ask all divisions if there could be a course in all programs which could make the portfolio a degree exit requirement. There has much discussion on electronic vs. paper portfolios. Barbara mentioned that the overall purpose should be student learning based.
  - B. Penelope Subcommittee-Jo James, chair
    1. Jo reports that all students identified have been entered into Penelope.
    2. The front end loading of Penelope has been completed.
    3. Artifact assessing is in progress. Nancy Womack and Steve Hollifield both have been participating in the assessing of artifacts with other faculty. They both felt the process was a positive experience and encouraged collaboration during this assessment process. When assessing is complete, the results will be entered into Penelope so that

a report can be generated. This report will then be shared campus wide.

4. The subcommittee will meet February 22 to revise the Penelope timeline to reflect realistic expectations.
- C. Program Assessment subcommittee-John Quinley, chair
1. John distributed the QEP development plan and the QEP development calendar handouts.
  2. John reported that the data from the three page assessment survey was entered today and will be distributed.
  3. John also reported that all divisions program assessment forms have been turned into his office. He feels there is a need for integration of these plans.
  4. John reported that the liaisons will be meeting weekly to study the program assessment plans and the overviews using this information in the development of the QEP plan with the input of all the divisions.
  5. John mentioned that it is time to have campus wide sharing of the information, assessment plans and the QEP plan.
  6. Myra Johnson mentioned that there is money in the TALC budget set aside for the QEP. John Quinley mentioned that a budget will need to be devised for future needs.
- D. Literature review draft has been completed by Kathy Ackerman. Her draft will be distributed electronically to all committee members. to study the new ideas that we might decide to incorporate into our culture. She also noticed that many of the characteristics that were mentioned in the literature review seemed to already be a part of the existing culture of Isothermal Community College.
- E. SACS February Update-John Quinley distributed the "Topics and Assignments for the February Update" handout that will be published and will be distributed to assist in meeting the goal of keeping all informed and involved. The February update will include a message form the SACS leadership team, a report from the IE Taskforce, SACS on the web, What is a QEP, Articles and pictures from the subcommittees, notes form the Compliance Editors, report on the SACS conference, QEP timeline and Prospectus, Literature review and plans for involvement.
- F. Involvement and Information Plan has been distributed and is being updated by Carol Richardson. The committee discussed many ways of informing and involving the entire campus of the QEP plan and process.
1. Distributing the Update and the Community of Learners handout at the February campus wide meeting
  2. Including QEP information in the next issues of the Toilet Paper issued by Scott Scheer.
  3. Including information about the QEP in every ACA 115 faculty book for the faculty to share with all new students.

Nancy will develop and give this information to the ACA development committee.

4. Plan a thematic emphasis campus wide in the fall (apples were suggested) giving out pins or candy apples if anyone campus wide could answer questions correctly about QEP. Get SGA involved to have a candy apple day to emphasize QEP. Mike Lipken volunteered to have a large apple made for the dam to spark interest in the QEP campus and community wide.
5. Encourage everyone to keep informed using the webpage.
6. Have a short quiz to test the knowledge of the campus.
7. Encourage sharing information campus wide through division, committee, and campus wide meetings.
8. Dr. Lewis informed all employees of the SACS process, our current status, and the QEP in January and will be keeping the Board updated.
9. Email distribution of literature and best practices will assist in keeping the campus informed.
10. Faculty could add bonus questions in class on the QEP to remind students of the QEP.

4. Campus wide meeting agenda was discussed.
  - A. The meeting will be held February 24, 2005 at 2:30pm in the Foundation.
  - B. Kelly Jones and Lynn Rowland will give a presentation on how the nursing department assesses the General Education requirements in the nursing program.
  - C. Barbara Peterson and her subcommittee will present a workshop on student portfolios artifacts. She has asked all faculty to send her examples of portfolio artifact assignments that she can share. She hopes to have some student portfolios and some students willing to share about their portfolios during her workshop. She hopes to make this an interactive workshop to encourage discussion and active participation. She will talk about the importance of reflection in the portfolio process.
  - D. Nancy Womack will review the February edition of the Update as a way of informing the campus of all the activities of the QEP. These will be distributed to all in attendance and to all on campus.
  - E. The April 2005 campus wide meeting was briefly discussed. Jo James hopes to report on the data report from Penelope. The committee hopes to have campus wide sharing of each division program assessment. Sharing is one of the major issues mentioned in the Levels Survey.
  - F. Future campus wide meetings might include sharing of support services reports and any information that comes out of the compilation of the Levels and the survey reports.

The meeting was adjourned at 4:15pm. The next meeting will be the campus wide meeting February 24, 2005 at 2:30pm in the Foundation.

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair.