

Assessment Taskforce Minutes January 11, 2006

The Assessment Taskforce met at 2:30pm on Wednesday, January 11, 2006 in the Blue Room of the Business Sciences Building. Members present were Nancy Womack, Kathy Ackerman, Lisa Bridges, Jo James, Melissa Johnson, Steve Hollifield, Angela Ledford, Barbara Peterson, John Quinley, Melissa Quinley, Tom Tucker and Carol Richardson.

The following items were discussed:

Old Business:

1. Minutes from the last meeting were approved.

New Business:

1. Reports from Assessment subcommittees:
 - a. Student Portfolios-Barbara Peterson, Chair
 - 1) HUM 220 (Student Portfolio course for Arts and Sciences) is being taught by Barbara Peterson this semester for the first time.
 - 2) Business Sciences is planning on redeveloping COE 110 into their Student Portfolio course for Business Sciences.
 - 3) Applied Sciences may have a last semester course in which the Student Portfolios could be turned in to be checked for completion.
 - 4) Portfolio week will be March 6-9 and workshops for Students will be March 6, Monday from 2-3:15pm; March 8, Wednesday from 5-6:10pm; and March 9, Thursday from 11-12:15pm.
 - 5) Discussion continues on possible labs/lab assistants who could be available to assist those students wanting to compile an e-portfolio in the future.
 - b. Program Assessment-John Quinley, Chair
 - 1) Plan for Sharing Program Assessment Plans/Competencies is as follows: Developmental Education on January 18 Weds 2:30pm; Business Sciences on February 22 Weds at 2:30pm; Arts and Sciences on March 22 W at 2:30pm and Applied Sciences on April 27 Thurs at 2:30pm. Each division will be encouraged to share plans, syllabi, rubrics, reflections and any success stories etc.
 - 2) Involvement of adjuncts in Assessment is being discussed. The Arts and Sciences division is sending newsletters and emails to their adjuncts to keep them informed about Assessment. The other divisions may want to do this as well.

Steve Hollifield suggested electronic feedback from adjuncts might be helpful.

- 3) The liaisons will be reminding their divisions about the new QEP update, and about the revisions in the Assessment Model. Copies were distributed to all members of the Assessment taskforce and the liaisons were given the copies to be given to all faculty. The revisions included the following:
 - a) Page 1 literature references were added
 - b) Page 2 liaison descriptions were added
 - c) Page 7 Annual reports will include ways students and adjuncts were involved in each division
 - d) Page 10 Citation page was added
 - 4) The Assessment Stage tracking report is being updated as each division is updating its progress.
- c. Penelope-Jo James, Chair
- 1) Penelope is ready to accept data. Jo will be working with each division dean and liaison to have the courses and artifacts selected for data collection. These artifacts will need to be collected by March 15 in order for data to be available for the April 26 campus-wide Assessment meeting.
 - 2) A discussion was held regarding going beyond data collection to find areas of weakness and ways to improve those areas.
- d. Peer and Self-Assessment-Jeremiah Council, Chair
- 1) This committee has only two members so recruitment for members is in progress. This will be mentioned in the Campus-wide meeting.
- e. Historical and Cultural Perspectives-Brett Parker, Chair
- 1) Members include: Tim Beaver, Terry McEntire, Hilda Moore, Susan Vaughan, John Quinley and Lisa Canterbury.
 - 2) This committee will be meeting next Thursday.
2. Nancy Womack reported that she has submitted a chapter to Marilee Bresciano for her book titled, Best Practices in Assessment of General Education. She will email all members of the Assessment committee an electronic copy for any input.
 3. Nancy Womack reported that there were nine faculty who attended the Conference “Embedding Assessment of Student learning Outcomes into Assignments” by Dr. Larry Kelley. This was held Jan 5, 2006 from 1-4:30pm at Lenoir Rhyne College.
 4. Barbara Peterson reported that Jeremiah Council is now administering a Pre-test and Post- test to all ENG 111 students and offering tutorials online. Barbara is also offering Pre-tests and Post-test to all ENG 113 students regarding Information Literacy. She also reported that the English faculty are compiling a set of the most common mistakes in the writing process and plans

to educate students on ways to avoid these common mistakes. They plan to have this ready to share on March 22 Campus-wide Assessment meeting.

5. Nancy Womack discussed professional Development opportunities:
 - a. NC State 4th Annual Assessment Symposium will be April 6-8, 2006. John Quinley wrote a proposal for a presentation by Isothermal. Nancy asked for any interested in presenting to talk with her. Dr. Trudy Banta will be the keynote speaker and additional registration for the Conference will be coming.
 - b. Alverno College has been given a grant from Lumina to gather input about student learning outcomes. Each institution will submit responses to questions regarding student learning outcomes. This grant will then pay for 2 representatives from Isothermal to attend a summer consortium 2006 with workshops to follow 2007-2008.
 - c. NCCCS deadline to submit proposals is Feb 13, 2006. Nancy suggested the idea of the common student portfolio courses. The conference is October 8-10, 2006 and the main focus is on The Learning College.
 - d. Future workshop list generated by faculty Nov 3, 2005 was reviewed.
 - 1) Inviting a benchmark or a vanguard institution to present their best practices regarding assessment, rubrics and portfolios.
 - a) Response: This may be a natural outcome of the Alverno College Consortium or another idea might be an exchange of ideas, and visitation between Isothermal and The College of the Low Country.
 - 2) Invite adjunct faculty to future campus-wide meetings with an adjunct faculty appreciation emphasis.
 - a) Response: Adjunct faculty will be invited to attend meetings via email and newsletters.
 - 3) Share how individual faculty use or modify the rubrics. If there seems to be a trend campus wide then the rubric might be modified to better serve everyone.
 - a) Response: Sharing of rubrics will be encouraged during each division sharing session and a formal request for submitting any modified rubrics will be made at the next Campus wide meeting.
 - 4) Offer a Kanuga-like experience for sharing great ideas and specific tips about student portfolios.
 - 5) Share program assessment plans/ competencies from each division so all will know what each division is doing.
 - a) Response: Plan for Sharing Program Assessment Plans/Competencies is as follows: Developmental Education on January 18 Weds 2:30pm; Business Sciences on February 22 Weds at 2:30pm; Arts and Sciences on March 22 Weds at 2:30pm and Applied Sciences on April 27 Thurs at 2:30pm. Each division

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- 6) Share about peer and self-assessments.
 - a) Response: Recruitment for this committee will occur at Campus wide meeting.
- 7) Share about incorporation of reflections into specific assignments, tests and portfolios.
 - a) Response: A formal request of submitting any reflections will be made at the next Campus wide meeting.
- 8) Share about how competencies are addressed in syllabi in all areas.
 - a) Response: A formal request for submitting any syllabi will be made at the next Campus wide meeting.

6. Nancy Womack discussed the agenda for the Campus-wide meeting to be held January 18, 2006 in the Foundation at 2:30pm.

The meeting was adjourned at 4:00 pm.

The Assessment taskforce meetings will be scheduled as follows:

Feb 16 Thursday 2:30pm in the Blue Room

March 16 Thursday 2:30pm in the Blue Room

April 13 Thursday 2:30pm in the Blue Room

The Campus wide meetings will be scheduled as follows:

Jan 18 Weds 2:30pm Foundation

Feb 22 Weds 2:30 pm Foundation

March 22 Weds 2:30pm Foundation

April 27 Thursday 2:30pm Foundation

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair.