

## **Campus wide Assessment Taskforce Meeting Minutes November 17, 2004**

A Campus wide Assessment meeting was held at 2:30 pm on Wednesday, November 17, 2004, in the Foundation. Dr. Nancy Womack was the facilitator for this meeting. This meeting is another avenue to keep the entire campus informed and involved in the QEP process.

### **I. The SACS Update** was presented by Dr. John Quinley.

A. Copies of the second issue of “SACS Update” a campus newsletter that is published quarterly by the Public Information Office were available. Dr. Quinley mentioned that the first edition of the newsletter is available on ICC website. These have already been distributed in each division meetings by the liaisons.

B. The Compliance Report will soon be edited by Susan Vaughn and John Quinley. This report has involved many hours of work by the SACS Leadership team, by the IE taskforce, and Administration.

### **II. The QEP Update:**

A. Dr. Quinley stated that the QEP process will focus on student learning and assessment. It will involve faculty, staff and students. The QEP will integrate three projects into one plan. The three projects are Program Assessment, Student Portfolios and Penelope. The first step of each of these projects will be to build rationale by researching professional literature, and best practices. The second step will be to establish current practices and an idea of where we need to go. This step will be accomplished by surveys given to each division. The third step will be to establish liaisons who will work closely with their deans, the Assessment Taskforce and the office of Assessment, Planning and Research.

**B. Program Assessment:** Dr. Quinley stated that the committee has been researching professional literature and best practices and that these are being compiled by Dr. Kathy Ackerman who will also be responsible for writing part of the QEP plan. Dr. Quinley also stated that the Levels of Implementation Study have been distributed to all faculty for completion to determine the faculty’s impression of current functioning in assessment. These surveys will encourage each division to examine their current practice and allow for suggestions for improvement. Liaisons were chosen for each division. 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. These liaisons were responsible for distributing SACS Update and the survey to each division. They will return all completed surveys to the Office of Research.

**C. Project Penelope:** Jo James informed the faculty that all of the artifacts for assessment using Penelope have been selected for fall semester. She mentioned that Kathy Ackerman, Melissa Quinley, John Quinley and Nancy Womack have all volunteered to be assessors. She encouraged all areas to continue to ask for volunteer assessors from full-time and part-time faculty and to notify Dr. Nancy Womack or Jo James. Dr. Nancy Womack stated that outside assessors would be welcome. All assessors will be trained for this project. Jo James mentioned that the research of professional literature and best practices are continuing. Once the best are chosen, these will be forwarded to Dr. Kathy Ackerman.

**D. Portfolio subcommittee:** Dr. Barbara Peterson mentioned that Melissa Swofford has been added to this committee as a representative from the Business Sciences division. This committee continues to collaborate 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. These abstracts will be forwarded to Dr. Kathy Ackerman. 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. This committee will conduct workshops for both the faculty and students in spring 2005 which is one of the goals of the Assessment taskforce for this year. This committee is also compiling all of the portfolio assignments in Arts and Sciences Division.

- III. **Information Literacy Rubric workshop** was presented by Susan Vaughn and Becky Cleland. This workshop was included as one of the goals for the Assessment Taskforce for this year and was requested through the faculty and staff focus groups. The subjects of Information Literacy, Databases, Documentation Styles, Plagiarism, Competency Criteria, Rubric and Information on using the rubric in class assignments were covered in depth. Becky Cleland demonstrated the Isothermal Library website and encouraged all instructors to encourage their students to use the many tools available. Susan Vaughn stated the library staff is ready to assist the students. If an instructor wants to set up any electronic resources for their classes, call and they can establish links to special assignments.
- IV. **Informal classroom assessment techniques workshop** was facilitated by Dr. Nancy Womack. This workshop was also included as another goal for the Assessment taskforce and was requested through the faculty focus groups. Handouts included lists of classroom assessment tools, informal classroom assessment techniques, and a glossary of all these techniques.

Most of the information came from Angelo, Tony, and Patricia Cross, Classroom Assessment Techniques: a handbook for College Teachers, 2<sup>nd</sup> Edition. San Francisco: Jossey-Bass Publishers, 1993.

This book is on reserve in the library. Small group discussion and sharing followed. Some informal assessment forms are on the Assessment webpage. Faculty were encouraged to try these techniques and include them in their portfolio.

The meeting was adjourned at 4:00pm. The next Campus-wide meeting will be February 21, 2005 at 2:30pm in the Foundation

Minutes prepared by Carol Richardson, Assessment Taskforce Vice Chair