

Assessment Champions Meeting Minutes
Friday, October 4, 2019 Laura Lee Room 8:00am

Attendees:

- | | |
|-------------------|--------------------|
| 1. Wendy Brown | 6. Stephen Nacco |
| 2. Jen Slavik | 7. Bob Mattson |
| 3. Emily Crane | 8. Penny McConnell |
| 4. Ryan Wyckoff | 9. Abby Hahne |
| 5. Stefanie Davis | |

Topics:

- Syllabus Review:
 - Abby will meet with Academic Affairs to discuss collaboration between their team and ours to create a document of instructions and guidelines on syllabus and course outline writing for faculty.
 - Discussed a general collection procedure for the syllabi:
 - Issues with formatting because it is not a one for one transformation.
 - Word documents are preferred for ICCB.
 - How do we head off the formatting issue.
 - Some areas lock down parts of their Word documents.
 - Do this in Access? As an auto-populate. Kathy F. or Ashley Hargrove could possibly help .
 - Need to answer some questions before establishing a firm procedure, especially due to the needs of each division.
- In-service topic ideas:
 - Time to develop each program's Assessment plan.
 - General presentation on Assessment and outcome writing.
 - Backwards course design.
- Outcome review
 - Where is each division? Half-done, finished, still getting initial results?
 - MSHP: due on 9/30/19, collected all, giving feedback this weekend.
 - Bus. & Tech.--still waiting on one program, giving feedback. course outlines due oct. 31.
 - Lib. Arts.--collecting the course outlines to then give feedback on outcomes.
 - DOC--starting to go through syllabi and meeting with instructors at DACC to settle out the current syllabi.
 - Issues:
 - Understanding that writing an outcome is not just about language. Possibly develop a video or presentation on the topic.
 - Worked through re-writing some outcomes as a way to learn how to help our faculty.
 - Possible activity for in-service.
- **Closing the Loop**
 - Abby reviewed the Social and Cultural Awareness program assessments from 2018-2019 and made a list of the programs that can do a closing the loop assessment this fall.
 - These programs will complete the same assessment from the 2018-2019 academic year.
 - Look for how the change they made impacted their program.
 - If no change was made, did they maintain their level from 2018-2019.
 - The completed rubric results will be turned into the champions by Dec. 16, 2019.

- Programs not on the list for completing the closing the loop will discuss with their champions improvements on the previous assessments. Documentation of these meetings are due to me by Dec. 16, 2019.
- A third sheet in the Social and Cultural Awareness rubric was added. This contains a table that will automatically tabulate the results from the assessment.