

**ASSESSMENT COMMITTEE MEETING MINUTES
FRIDAY, SEPTEMBER 7, 2012
8:00 A.M. – HARLESS LIBRARY LOGAN CAMPUS**

PRESENT: Kim Hensley, Chair; Cyndee Lowes, Mike Redd, Mary Hamilton, Rodney Scaggs, Sheliah Elkins, Kathryn Krasse, William (Bill) Moseley, Beverly Slone, Guy Lowes, Past Chair, Cindy McCoy, George Morrison, Steve Lacek, Guest, Antoine “Joe” Bedard and Ruby Runyon, Recorder

ABSENT: Dianna Toler, (work conflict), Miranda Blankenship, Student Representative, and Dr. Harry Langley, Vice President, Academic Affairs and Student Services

CALL TO ORDER / APPROVAL OF THE MINUTES:

Kim Hensley as the chair of the Assessment Committee called the meeting to order and determined that there was a quorum. Ms. Hensley requested that the minutes of the April 13th, 2012 meeting be reviewed.

The motion was made by Rodney Scaggs to accept the minutes of April 13th, 2012 with changes. Cyndee Lowes seconded the motion which passed unanimously.

WELCOME:

Ms. Hensley took a moment to recognize and welcome Antoine “Joe” Bedard. Mr. Bedard is the newest member of the Natural Sciences Department and is responsible for teaching Physics and Physical Science at the Logan Campus for the fall 2012 term. Kim also noted that the Student Government elected position of Student Representative had been filled by Miranda Blankenship. She further noted that the vacancy of Vice President of Academic Affairs had been filled by Dr. Harry Langley (NOTE: new title of Vice President, Academic Affairs and Student Services).

Dr. Cindy McCoy informed the committee members that in an effort to provide fuller coverage of standing committees, the deans have decided to split their attendance. Cindy stated that Dr. Pamela Alderman would be in attendance at other committee meetings during the time of the Assessment meeting. Today, she was in attendance at the Quality Integrated Services Committee.

OLD BUSINESS:

Assessment Report: Kim requested that Dr. McCoy give an update on the status of the Assessment Report. Dr. McCoy stated that the statistics were back for the 2012 exams. She noted that in the past, the Math Department faculty and others had “crunched the numbers” for the Assessment Report data. She further explained that a few months ago, ETS made her aware of a report subscription package. The subscription package would provide the College with more information than Southern has previously used. Dr. McCoy gave the example of being able to discriminate between cohorts of students with descriptive and inferential statistics. From the report package, the College could determine if a question that was missed, was missed by a single student or by ALL students, or students from a particular program. With this type of information, the weakness(es) of the students could better be identified.

Since the reports would be new, it might take a little while to acclimate to the new reporting but Dr. McCoy felt that the 2012 Assessment Report would be available during this month.

Top Two Scorers for 2012 Proficiency Profile Test: Ms. Hensley announced that the scores for the 2012 Assessment testing were back. She announced that the two students who scored highest were Lisa Prince and Christopher Mullins. It was noted by some of the Assessment Committee that these two were first and second year Nursing students.

Drawings for iPads: Kim stated that a random drawing from the pool of students who took the 2012 Proficiency Profile Test was to occur. Due to time constraints, she asked permission from the committee to conduct the random drawing at an alternate time and/or with an alternate group. The committee agreed.

Self Study Chapter Six Criterion IV: Kim gave the committee members copies of then pages 56-65 of the draft Self Study document. These pages contained highlighted and/or blank areas where information, more information, or clarification was needed. A second handout, *Comments for Self Study Draft Sept. 6, 2012*, was distributed. This document then addressed some of the concerns of pages 56-61.

On page 56, Steve Lacek stated that the summary is omitted due to the incomplete nature of the document; however, Kim had prepared a brief summation. Other examples were:

Suggestion: Removal of the statement to conduct partial program reviews yearly.

Reason: Southern College Policy 3620 requires that approximately 20% of programs be reviewed annually resulting in all programs being reviewed within a 5-year cycle.

Page 58, the lack of a college wide policy or procedure for class substitutions or waivers
Question: Does a college wide policy or procedure need to be developed and implemented?

Response: A discussion followed with definitions of the class substitution/wavier form which highlighted the difference between the two. As explained, the form is one document that is for internal College use only. A class substitution is an alternate way of satisfying a program requirement. A wavier is a removal/deletion of a program requirement. Discussion continued to reveal that the class substitution/wavier form required various signatures but no set guidelines or policy dictated its implementation.

Due to time restraints, Kim asked that the faculty follow the examples as given to work on their assigned sections of Criterion Four to supply the missing information or document a statement where evidence is needed. Ms. Hensley asked that everyone complete their work and send it to Steve Lacek via email with a copy to herself and Ruby.

Other: Kim reported that she had completed the Institutional Governance System Recommendation Form for the purpose of the creation of an Office of Institutional Research. Ms. Hensley attended the May 2012 meeting of AAMC to make the presentation of the Assessment Committee's recommendation. She stated that the members of AAMC fully agreed with the recommendation. President Tomblin received the proposal but sighted lack of funding for the 2012-2013 budget year. She further explained that "through a contractual agreement, Ellucian conducts much of the Federal and State institutional reporting". President Tomblin further added that the proposal could be reviewed again as future budgets are prepared and need of the institution is determined.

NEW BUSINESS:

Assessment Day 2013: Kim asked the Assessment Committee to come up with ideas that will serve our students and disgruntled faculty, primarily due to overlap/overstaffing of some and understaffing of other Assessment Day duties. Committee members wanted to keep in mind that Assessment Day is part of each faculty member's responsibility. The Committee must develop a plan of action as assessment is a task that must be completed and is required of everyone at the College.

Suggestions/Possible Solutions:

- Earlier notification of students – Request list of students from database prior to February 2013 meeting.
- Notification via Southern Student email accounts – Also mail letters
- Program Coordinators have requested a copy of the letter to students – Expand it to include all faculty/all employees along with a list of the names of those students selected to take the exam. Send information via email.

Reason: Faculty can prod and remind those students as they see them in class
Staff members need to be able to answer informational questions, such as time and place; they too can remind students.

Students Who Miss the Test:

- Last year, students were asked to contact one of the Dean's Offices for a make-up day. Agreed
- Do we implement a fine (suggested \$100.00) for not taking the exam? How do we enforce it? A "hold" could be placed on the student's records but any monetary punishment/fine would require the request to be sent to President Tomblin and the Board of Governors for approval and implementation
- Staffing – Should those faculty who agree to work the alternate day assignments also work on the designated Assessment Day? The sentiment was that only one day was appropriate – Assessment Day or one of the alternate days.
- Could other students be tested to replace those who decline or are "no shows"? The answer is no. Students are chosen based on a set of criteria which makes the number of students eligible a relatively small "fixed pool".

To expedite the meeting, Kim asked for some volunteers to work with her in a small group to come up with other suggestions or ideas. Guy Lowes and Beverly Slone volunteered.

ADJOURNMENT: Rodney Scaggs made the motion to dismiss and Mike Redd seconded the motion. The motion carried by a unanimous vote. The committee was adjourned at 9:02am.

Kim Hensley, Chair

Ruby Runyon, Recorder