

**ASSESSMENT COMMITTEE MEETING MINUTES
FRIDAY, NOVEMBER 30, 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, Mindy Saunders, Alyce Patterson-Diaz, Nancy Fala (proxy for Dr. Harry Langley), Antoine “Joe” Bedard (guest) and Ruby Runyon, Recorder

ABSENT: Miranda Blankenship, Student Representative, and Pam Alderman (Quality Integrated Services Committee)

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 September 7th, 2012 meeting be reviewed.

The motion was made by Cyndee Lowes to accept the minutes of September 7th, 2012, as written. Mary Hamilton seconded the motion which passed unanimously.

WELCOME:

Ms. Hensley took a moment to recognize and welcome Nancy Fala who was attending the meeting as the proxy for Dr. Harry Langley. Kim also recognized and thanked the various department chairs for their time and service to the Assessment Committee. She also recognized Joe Bedard for his attendance.

OLD BUSINESS:

Catalog Change for 2012-2013: Kim provided the members of the Assessment Committee with a copy of the 2012-2013 Southern catalog page that pertained to assessment expectations statement. Once printed, the page appeared to contain an error. Nancy Fala volunteered to research this problem. Nancy stated that she believed that the error could be a printer communication error. Nancy assured the committee that she would report to them via email. (NOTE: On Friday, November 30th, 2012 at 10:26am, Nancy Fala sent an email to the Assessment Committee members with the assurance that the assessment expectations catalog page was correct and did not contain the error that had appeared in the printed copy.)

Assessment Day: Ms. Hensley reminded the committee that Assessment Day was scheduled for Tuesday, March 5th, 2013 with no class meetings scheduled for the day. Kim stated that the committee needed to clarify four items: criteria for testing, the letter with instructions to the students, personnel to staff Assessment Day, and prizes, if any.

- Criteria: Must have successfully completed College Level English and Math, level 100 or above, or any Math or English being used to fulfill the students' requirements for their program.
 - What does this include besides BU 115 Business Mathematical Applications and/or AH 115 Drug Dosage Calculation?
 - Kim requested that the various departments discuss the English and Math requirements for their programs in their department meetings later in the day. She asked that each department report back to her via email by the Wednesday of the next week (December 5th, 2012) with Cindy McCoy and Ruby Runyon copied in on the message. (NOTE: Responses via email were received from Mike Redd for Business Accounting, Business Administration, Mine Management, Office Administrations, and Salon Management/Cosmetology Programs; Bill Moseley and Carol Howerton for the Electrical Engineering Technology, Information Technology and Survey Technology Programs)
 - Kim reminded the members that this information was necessary to pull the names for the students to be selected for the Assessment Testing.
 - Request in Banner by early February as suggested by one of the Assessment sub-committees or earlier. Could database request be made after registration/start of classes? Dr. McCoy stated that a Banner request could be made for the database on January 7th, 2013. The request would include the student's name, student ID number, address, phone number, and Southern email address.
 - When calls for Assessment Testing are placed to students, ask do you meet the criteria?
 - At next meeting on February 1st, 2013, develop dialogue/criteria questions for Assessment Testing phone calls.
- Letter and Instruction Sheet to Students: A copy of the 2012 letter and instruction sheet were distributed to the committee members. Members were asked to review the letter and submit suggested corrections to all assessment committee members before February 1st.
 - Dianna Toler asked if a line addressing student disabilities should be added to the letter. Steve Lacek visited the ETS testing website and sent the committee the ETS disabilities link (www.ets.org/disabilities) via email at 8:36am.
 - The question was asked, "Should the letter to the student, instructions, and the student list be sent to all employees?" It was determined that only those persons who might be contacted by students should receive this information. Based upon this discussion, a motion by Sheliah Elkins

was made to send via Southern email accounts, the Assessment Day student letter (up-to-date corrected version), the instructions including choice of campus location and/or time, and selected student list to all faculty, adjunct faculty, academic staff and student services personnel. The motion was seconded by Cyndee Lowes and passed unanimously.

- Mailings of the Assessment Day letter should occur the week of February 11th, 2013.
- The “Student Call List” should be made available during the week of February 11th, 2013 as well. The List will be divided up between members of the Assessment Committee for them to contact the students via phone and student email accounts each week after the list is made available.
- Post “Countdown to Assessment Day” on the in-house televisions.
- Contact Carol Cole, Public Relations Specialist, about Assessment
- Summarization:
 - Jan 7th 2013 pull list request
 - Email list to Faculty List email account with Student Names, Dates, Times of testing
 - Feb 1st, 2013 finalize letter
 - Feb 4th, 2013 send emails to students’ College email addresses
 - Feb 11th, 2013 mail letter to student and send call list to Assessment Committee members.
 - Feb 25th (Monday) Student Respond By Date – follow up with phone calls to non-responders.
- Personnel: Kim urged the members of the Assessment Committee to discuss “jobs” for assessment in their department meetings.
 - Campus coordinators, proctors, Math and Writing Scoring Team members, reviewers (self-study and programs) and other, such as work on class and/or program matrices are all positions to be filled. Dr. McCoy noted that ETS provides reports that are available one year after purchase. Faculty are also needed to “crunch this data”, especially those who are good with statistics. Kim reminded members that Tuesday, March 5th is a working day and part of faculty’s contract.
 - Members of the Assessment Committee also agreed that a “make-up” session or sessions should be scheduled for those students who are selected to take the Assessment Test but are unable to do so on the scheduled date. Members also agreed that faculty who volunteered or were selected to work the “make-up” session(s) should not be required to work or be on-campus for Assessment Day as it would impose double-duty upon that faculty member.
 - Steve Lacek is working to move the assessment link(s) that are “buried” on the website into an “informational portal”, bringing it more into the forefront as an Assessment Portal.

- iPads: Sam Litteral has requested the number of students selected to take the Assessment Test and the number of those students who actually participated in the testing. The purchase of iPads as Assessment Testing prizes may be determined from this data. Kim asked the members if Mr. Litteral was willing to purchase the iPads, would the Assessment Committee want to remain with the total of four – two for the top scorers and two for the random drawing conducted among those participating. Dianna Toler made the motion for the number of iPads to remain the same with the 2+2 distribution unless Mr. Litteral deems otherwise. The motion was seconded by Kathryn Krasse and passed unanimously.

Self Study Chapter Six Criterion IV: Ms. Hensley asked Steve Lacek to update the Assessment Committee about the status of the Self-Study. Steve provided the group with the most up-to-date document of Chapter Six, Criterion IV: Teaching and Learning: Evaluation and Improvement.

Mr. Lacek explained to the group that this document contained a brief history of Southern's evaluation of assessment by focus visit teams. The latest was the 2003 Higher Learning Commission visit which "raised concerns" about the College's assessment and required a follow-up report by May 1, 2007. This report was well received and indicated that the 2003 assessment concerns had been addressed and improvements noted as documented on page 6.2 of Mr. Lacek's handout.

Steve encouraged the membership to read the document and submit any corrections and/or changes no later than January 8th, 2013. He then requested that the members return to their departments and discuss the need for any supporting evidence/information of the core components for Criterion IV of the Self-Study document. He requested that this pertinent information be forwarded to him and/or Kim Hensley as soon as possible.

NEW BUSINESS:

Due to time constraints, Dr. Cindy McCoy gave a brief summary of changes and new reports available from ETS, Southern's Assessment Test provider. Dr. McCoy explained that ETS offers a biographical section on the exam which can be individualized to what information Southern wants to collect. Cindy asked that Kim meet with her at a later date on campus at Williamson to discuss this aspect of the exam.

Dr. McCoy reported to the committee that the ETS reports for the 2012 Assessment Report could be viewed on each Unit not just Academics as a whole. She further stated that the reports can focus on any particular Program or if a single question was missed; has this question been missed multiple times over a period of years.

Cindy stated that she would love for the Assessment Committee to be able to view some of this information. A tentative date for viewing the ETS website of February 1st, 2013, was suggested.

ADJOURNMENT: Mike Redd made the motion to dismiss and Cyndee Lowes seconded the motion. The motion carried by a unanimous vote. The committee was adjourned at 9:28am.

Kim Hensley, Chair

Ruby Runyon, Recorder