

**ASSESSMENT COMMITTEE MEETING MINUTES  
TUESDAY, FEBRUARY 12, 2013  
12:30 P.M. – CONFERENCE CALL  
LOGAN AND WILLIAMSON CAMPUSES**

**PRESENT:** Kim Hensley, Chair; Cyndee Lowes, Mary Hamilton, Sheliah Elkins, William (Bill) Moseley, Beverly Slone, Cindy McCoy, Pam Alderman, Dr. Harry Langley and Ruby Runyon, Recorder

**ABSENT:** (In class) Mike Redd, Rodney Scaggs, Kathryn Krasse, Guy Lowes, Past Chair, and Miranda Blankenship, Student Representative

**CALL TO ORDER / APPROVAL OF THE MINUTES:**

Kim Hensley as the chair of the Assessment Committee called the meeting to order. She thanked each member for taking time to attend the meeting and their patience with the conference call mode. A quorum was determined. Kim then stated that the purpose of the meeting was to continue preparations for the 2013 Assessment Day.

Ms. Hensley then requested that due to time constraints the minutes of the November 30th, 2012 meeting be tabled until the rescheduled Governance Day meeting on March 1<sup>st</sup>, 2013.

The motion was made by Sheliah Elkins to table the minutes. Mary Hamilton seconded the motion which passed unanimously.

**OLD BUSINESS:**

Assessment Day 2013 Tuesday, March 5, 2013: Ms. Hensley asked Dr. Cindy McCoy to update the committee on the student selection process. Dr. McCoy stated that in providing the original selection criteria of 40 hours or more and included certain math courses, it was discovered that our students had been postponing or transferring out before completing their Math courses. In order to capture data from these students, Dr. McCoy requested a second list of students who had 50+ credit hours, except math. This list provided a larger test pool and has the potential to provide assessment information on those programs which contain embedded math requirements, such as Nursing.

Dr. McCoy noted that Chad Scott was working on the additional list of names. She was in hopes of receiving the information later today so that Assessment Day letters could go out quickly.

A motion was made by Beverly Slone to accept the executive amendment to include the 50+ credit hours and remove reference to specific math courses as the selection criteria with the intent to increase the number of students eligible to take the Assessment exam. Mary Hamilton seconded the motion which passed unanimously.

Once the student list was completed including phone numbers, Kim agreed to divide the list into equal portions for Assessment Committee members to contact these students by phone next week. In order for the students to receive information, Kim offered to provide a script for the phone calls to be included with the student list being sent to the committee members. After several members volunteered office hour times for contacting students, Kim asked that the calls be completed by noon on Thursday, February 21<sup>st</sup>, 2013, the campus and time selection noted, and the results emailed to Dr. McCoy, Rita Pruitt, Sue Wolford, Ruby Runyon and herself.

The suggestion was made that the email to the selected students, all faculty including adjuncts, academic staff and student services personnel be sent from the office of Dr. Langley. The selected student list was to be included to Southern personnel but has been questioned as a concern of student privacy.

The additional questions from Southern for the ETS survey portion of the Assessment Test are being taken from the Graduate Survey as suggested by Dr. McCoy and other student information to capture as suggested by Dr. Langley and Darrell Taylor.

After reviewing the information on the ETS website link provided earlier by Steve Lacey, it was determined that a documented student disability would have to be considered on a case-by-case basis for Assessment testing purposes. Therefore, the decision was made to not include a line in the student letter in regards to disabilities. Dianna Toler serves on the Assessment Committee as the ADA Compliance Officer for Students. Once the student list is generated, Ms. Toler should be able to review it and determine if a need exists for any student to receive special testing conditions. A motion to support the decisions in regards to disabilities was made by Beverly Slone and seconded by Mary Hamilton with none in disagreement.

The Assessment Committee members discussed the addition of the "hold" of a student's grades and/or transcript if a student did not participate in the Assessment Testing. After much deliberation, the committee felt that no action should be taken without consulting the Student Records Office. Since it is currently behind on processing transcripts for articulation, this could add more work volume to an already overburdened office. A second action of a monetary fee for those non-test takers being implemented was also discussed. This action drew the question if the fee would have to be approved by the Board of Governors prior to implementation. Both student penalties were delayed pending further investigation by Dr. Langley.

Kim asked those present to review the student letter and information sheet. She noted that the dates were already marked for change and asked for other changes. A few

changes were grammatical as well as phrase deletions. Changes to content included the addition of “or clinicals” in reference to no classes on Tuesday, March 5<sup>th</sup>, 2013. Another change included the addition of the word “random” in regards to the drawing for the other two iPads and limiting that award to those who participate on Assessment Day. The final changes to the letter content were the emphasis on the picture ID, and the use of a four-function calculator with cell phone and graphing calculators not being permitted.

To date, no confirmation had been received that the iPads for the 2013 Assessment testing would be purchased. Dr. Langley agreed that an incentive was needed for the students to be willing to participate and do their very best. He then agreed for Nancy Fala to contact Sam Litteral for the purpose of discussing if the Academics budget had funds that could be contributed to the iPad purchases.

All members agreed that an expectation of 100% participation on Tuesday, March 5<sup>th</sup>, 2013, Assessment Day was not practical. Members agreed that an alternate make-up session needed to be made available. After some discussion, it was decided that any student who had an emergency or other legitimate reason should be directed to the Dean’s office (Dr. Cindy McCoy) immediately for information in regards to the make-up session. One plan for the alternate make-up session was to schedule it for early morning (only session) at the Logan Campus (only location) for our last scheduled Governance Day of Friday, April 5<sup>th</sup>, 2013. Members noted that not all faculty had Governance Committee assignments and could be available for proctoring the exam since everyone had to be on campus that day.

Ms. Hensley thanked people for being willing to meet by phone on a Tuesday afternoon. This meeting was necessitated by some of the deadlines for assessment activities having past and in order to continue preparation for Assessment Day. The details that needed to be worked out were to have been discussed at the February 1<sup>st</sup>, 2013, Governance Day meeting that was postponed due to weather. She once again thanked the members in attendance for their time and stated that she understood the absence of those who were in class with their students.

Due to the limitation of time, Kim asked the committee members if she and Dr. McCoy could take the major points of the letter, condense them and create the phone script. All agreed. She then stated that the phone script would be emailed to the committee members with their student phone assignment as soon as possible.

Kim asked the committee about posting an announcement about Assessment Day on the “in-house” televisions. She discovered that the Williamson Campus had the only working TV announcement system in operation and Mike Baldwin would be the contact person. Kim also asked about contacting Carol Cole and Marcus Gibbs for information to be released and posted to the Southern website. In particular, Kim wanted the students to be reminded about the Test Date of Tuesday, March 5<sup>th</sup>, 2013, and the

opportunity to win the iPads for participation. It was agreed that Kim would contact Mike, Carol, and Marcus via email.

The issue of personnel for Assessment Day was touched upon. Members agreed that until the letters were mailed and/or emailed and students phoned, the number of personnel, times and locations would only be an estimate. Committee members agreed that time was needed for students to respond and that the personnel issue should be addressed at the Friday, March 1<sup>st</sup>, 2013 meeting. It was also agreed that the request for full-time faculty duty assignments for Assessment Day come from the office of Dr. Langley.

### **NEW BUSINESS:**

Due to time constraints, Kim asked Dr. Langley if the committee could postpone the review and discussion of his document, "Description of Best Practices in Educational Achievement and Ongoing Assessment of Student Learning". He agreed. Mary Hamilton made the motion to table Dr. Langley's document review and discussion until the April 5<sup>th</sup>, 2013 Governance Day meeting of the Assessment Committee. Cyndee Lowes seconded. The motion carried by a unanimous vote.

### **ADJOURNMENT:**

Cyndee Lowes made the motion to dismiss and Mary Hamilton seconded the motion. The motion carried by a unanimous vote. The committee was adjourned at 1:42pm.

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Kim Hensley, Chair

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Ruby Runyon, Recorder