

**ASSESSMENT COMMITTEE MEETING MINUTES  
FRIDAY, MARCH 1, 2013  
8:00 A.M. – HARLESS LIBRARY LOGAN CAMPUS**

**PRESENT:** Kim Hensley, Chair; Cyndee Lowes, Mary Hamilton, Rodney Scaggs, Sheliah Elkins, William (Bill) Moseley, Beverly Slone, Dianna Toler, Guy Lowes, Past Chair, Cindy McCoy, Steve Lacek, Dr. Harry Langley, Antoine “Joe” Bedard (guest) and Ruby Runyon, Recorder

**ABSENT:** Mike Redd, Kathryn Krasse, 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 November 30<sup>th</sup>, 2012, February 1<sup>st</sup> and February 12<sup>th</sup>, 2013 meetings be reviewed.

The motion was made by Beverly Slone to accept the minutes of November 30<sup>th</sup>, 2012, as written. Cyndee Lowes seconded the motion which passed unanimously.

Mary Hamilton made the motion to accept the February 1<sup>st</sup>, 2013 minutes as written. Beverly Slone seconded the motion which passed unanimously.

The motion to accept the February 12<sup>th</sup>, 2013 minutes as written was made by William (Bill) Moseley and seconded by Sheliah Elkins. The motion passed unanimously.

**WELCOME:**

Ms. Hensley took a moment to recognize and thank the committee members for their efforts and commitment for contacting students who were selected to take the Assessment Exam.

**OLD BUSINESS:**

Assessment Day: Ms. Hensley commended the Assessment Committee. Due to their efforts, the list of over two hundred names of students selected to take the Assessment Exam on Tuesday, March 5<sup>th</sup>, 2013, was 64.8% contacted and a testing session scheduled. To date, some students claim that they have not received a letter. Based on disconnected and/or wrong phone numbers in Banner, a good possibility exists that

the students are failing to report changes in their contact information, such as addresses and switches to cell phones as their primary number.

After some discussion the committee determined that due to the Tuesday exam date, the number of exam copies to be distributed would be based on today's student list information. A few extra exam copies would be inserted into the box for each campus location as a precaution for those students selected but who failed to schedule their test session. It was determined that Steve Lacey would carry the exams back to the Wyoming Campus; Susan Baldwin would return the exams to the Boone Campus; and the Logan Campus exams are to be locked in the office of Dianna Toler. Due to ETS sending the exams to the Logan Campus instead of the Williamson Campus, Dr. Cindy McCoy will transport the Williamson exams back to campus where they will be locked in the Art Lab.

To date, no students with disabilities were scheduled to test. In the event that a student would show, Dianna Toler would be who to contact but to also remember that the disability would had to have been documented prior to the exam.

The plan had been to send the selected student list to all faculty members, including adjuncts. After Kim's discussions with Dr. Harry Langley and Teri Wells, FERPA issues came into question and the list was not sent. It was determined to err on the side of caution since a violation could occur if an announcement was made to a class of students, specifically identifying a student selected for assessment testing.

Assessment Test Makeup: Since the final Governance Day is scheduled for Friday, April 5<sup>th</sup>, 2013 at the Logan Campus and faculty will be required to be in attendance, the committee determined that it could also be used as the official Assessment Test Makeup. Following a brief discussion, the committee agreed that the time for the makeup session would be 8:00-10:00am on the final Governance Day. Personnel for the makeup session could be those faculty who do not or are unable to participate in Assessment Day or if need be, members of the Assessment Committee.

Although the committee believes that a scheduled makeup session will be a great motivator to those students who believe that they are not required to participate; the members still realize that Southern will still have non-participants. The question now is how to instill the realization that assessment is a responsibility of the student not an optional decision.

Assessment Day / Makeup Day: Campus Coordinators for Tuesday, March 5<sup>th</sup>, 2013 will be Susan Baldwin at Boone, Dianna Toler and Sheliah Elkins at Logan, Kathryn Krasse at Williamson, and Steve Lacey at Wyoming.

Ruby Runyon has been updating the faculty assignment sheet for Assessment Day duties. Faculty are being instructed to report to their selected campus, one hour prior or no less than thirty minutes, for their selected test session. Once on campus, faculty

have been asked to report to the Campus Coordinator for their specific assignment and/or room number.

Scoring Teams for writing and math are in place with some of the new faculty being appointed, filling vacancies. Larry D'Angelo will remain as chair of the Writing Scoring Team. The Math Scoring Team will need to elect a new chair due to the vacancy created by the resignation of Rosemary Farrar. Kim has asked Guy Lowes to act as temporary chair until the election can take place.

Transporters of the exam: Steve Lacek and Pete Parsons will return the Wyoming and Boone exams, respectively, to Logan for transport with the Logan exams via Glenna Hatfield or Cindy McCoy back to Williamson.

For the future, the question has been asked if some of the faculty could be used as program reviewers due to the 5-year cycle of all programs to be reviewed. For this upcoming session, three faculty members were being asked to attend Executive Council for post-audit review presentations.

Another future item is the need for the data returned from ETS to be analyzed. Could this be another way for faculty to participate and have assessment responsibilities but not be scheduled on Assessment Day? Could these faculty members be identified and have their assignment take place at a later date?

Dr. Cindy McCoy commented that the Assessment Day Exam is just a small portion of Southern's assessment. A review of the statistics from the current test will be needed by fall. The Assessment Committee could be expanded to include "stats people". Cindy has suggested that the Assessment Committee meet in a computer lab for a future date and allow her to log-in to the ETS website so the committee could see the type of data that is available to us for compiling. She further suggested the possibility of forming a sub-committee that could work with this information and bring it back in a tangible way that could be tapped into thus providing essential data for our programs.

Kim again reminded committee members that assessment is about change and improvement. Kim then turned the meeting over to Dr. Harry Langley for the purpose of discussing the survey questions added to the ETS test. Dr. Langley explained that he had discussions among his staff in regards to the type and kind of information that Southern was interested in obtaining from their students. Since a low return was experienced for the Graduate Survey on-line, the decision was made to add forty-six customized questions to the assessment test.

The Graduate Survey was modified to the ETS answer format of the Likert scale 1-5, unsatisfied to very satisfied or no response. Dr. Langley agreed to send Kim the response format electronically so that it could be printed, copied and distributed with the ETS testing materials for each Campus.

Assessment Fines and Holds: All agreed that assessment is a large portion of our accreditation, what can we do to drive home to our students how important it is? Committee members agree that the preference is for students to participate in the assessment testing and/or activities for their data rather than receipt of a penalty.

Discussion of the need for a penalty for those students who do not participate in the assessment testing continued. The committee members agree that there are circumstances and events that are excusable but without penalty, students continue to disregard participation as a responsibility. The committee believes that the penalty of a fine and/or hold might be enough leverage with the students to improve participation. The idea is that once the penalty is enforced that “word of mouth” among students of its existence would be enough of a deterrent for most.

If the committee should choose to implement a fine because of its monetary nature, paperwork has to be completed and submitted to the Board of Governors (which meets in April) for approval. If implemented, could the funds generated by the fine be placed in a “rollover account” to help defray the costs of the exams and/or iPads used as incentives? Dr. McCoy explained to the committee if this route was chosen, then the members needed to be present at the BOG meeting to encourage its passage.

A student records hold of a general nature could be applied in Banner, preventing the student from gaining access to final grades, transcripts, or registering for classes until it was removed or overridden. This action could be done by anyone having that particular screen authorization in Banner. The question asked was if a student is given a hold and does not take an assessment exam, what fulfills the criteria for the student records hold to be removed?

Motions were made to implement a \$100.00 fine and grade/record hold for any student who did not take the assessment exam on Assessment Day. The difference was the way the hold would be removed: upon completion of a makeup exam or once payment was received. Extreme cases would be reviewed on a case-by-case basis. No motion was seconded as discussion ensued. The committee was divided on the monetary amount – some believed that \$50.00 was more reasonable but others felt that the penalty of a \$100.00 would be noted more by the student. A difference of opinion also existed on removing the hold. Take a makeup exam or pay a \$100.00 fine in addition to a makeup exam. No consensus was made.

“Description of Best Practices in Educational Achievement and Ongoing Assessment of Student Learning”: Dr. Langley had prepared copies of his document, *Description of Best Practices in Educational Achievement and Ongoing Assessment of Student Learning*. Due to the need for Dr. Langley to attend another meeting, the document was tabled. Dr. Langley did state that in preparing this document, he had met with the Deans and the Assessment Chair prior to the Christmas Break and had referred to Merle Dempsey’s document extracted from the 2007 Higher Learning Commission document.

He plans to distribute the “Best Practices” document electronically and has asked to hold discussion groups on various campuses. Policy describes assessment activities that are done or not done. Documents show that assessment is done, how it is done and infrastructure exists but we fail in closing the loop indicating the impacts on teaching and the improvement to or how to improve the teaching process.

Dr. Langley needs and encourages comments from the Assessment Committee members, individually or as a committee. He has requested that the Assessment Committee members arrange the campus meetings, working with Nancy Fala for scheduling purposes. Committee members can be present at the campus meetings, if they so chose. To include with this discussion, recommendations from the Self-Study that wants the Assessment Committee to assume more responsibility for the institution’s assessment. One example is the Assessment Academy.

### **New Business:**

Assessment Fees: Kim Hensley made a recommendation to test all students for value added information. The problem is expense. Kim made the suggestion of a \$5.00-\$10.00 (depending on the test cost) Assessment Fee be accessed to every student each term so that every student could be tested each spring term. If each student is tested, then students could be prescheduled during registration by Banner and eliminate the man-hours currently required to identify the selected students, send out notifications of selection, phone calls to the students, time required to schedule the students who are testing and schedule the faculty to work on Assessment Day. Kim noted that due to the nature of the request, the Assessment Fee would require paperwork and a presentation to Southern’s Board of Governors for approval.

Steve Lacey suggested that the Assessment Fee proposal be presented as a recapture of funds because of the monetary losses due to test costs. Steve pointed out that an Assessment Fee is not unprecedented in the state of West Virginia. Bridgemont Community and Technical College has recently been granted approval for a flat \$10.00 Assessment Fee. Southern’s Board of Governors has approved a \$10.00 re-take fee for the Accuplacer Test.

With all students to be tested, Dr. McCoy noted that with the use of the Accuplacer equivalent (Accuplacer Diagnostic) instead of ETS we could get value added information by extrapolating the information to compare the students’ beginning scores on Accuplacer to their final Accuplacer Diagnostic scores as well avoid the use of two separate tests. Steve Lacey remarked that he had served on a developmental education sub-committee that had reviewed three diagnostic instruments. Of the three, the group’s preference was Accuplacer Diagnostic which he believed would be selected if the State were to adopt such an instrument.

Kim then asked if we were able to test every student in the spring term, how would we implement it? Would we want to stay with a single day, a week, or a month? From discussion with Teri Wells, Interim Registrar, had disclosed that one school used a carnival atmosphere for the week with fun, food, and games. In addition personnel from all departments, i.e., financial aid, student services, admissions, etc. were on site to answer questions.

Kim asked that if members had questions to send them to her but to also send resolutions. In conclusion, Guy Lowes made the suggestion that Kim work up a proposal for after the Higher Learning Commission visit which would allow the Assessment Committee to review it prior to a recommendation. He reiterated that we cannot pre-schedule unless everyone is tested. He asked that members send their considerations and/or recommendations to Kim.

**ADJOURNMENT:** Rodney Scaggs made the motion to dismiss and Beverly Slone seconded the motion. The motion carried by a unanimous vote. The committee was adjourned at 10:12am.

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Kim Hensley, Chair

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Ruby Runyon, Recorder