

Southern West Virginia Community and Technical College
Assessment Committee
Meeting of January 12, 2016 – 9:00 a.m.
Harless Library, Building A, Logan Campus
Minutes

- Members Present:** Kimberly Hensley, Chair, Regina Bias, Anne Cline (Chair, Math Rubric Scoring Team), Larry D'Angelo (Chair, Writing Rubric Scoring Team), Mary Hamilton, R. P. Upali Karunasiri, Cynthia Lowes, Matt Payne, and Christopher Ward
- Members Absent:** Excused - Nicole Vineyard and Student Representative (Vacant)
- Ex-officio Members:** Vacant (Director of Institutional Effectiveness) and Debra Teachman (Vice-President for Academic Services and Student Affairs)
- Faculty/Staff Present:** Steven Hall, Associate Professor/Division Head Healthcare and Business Programs and Sammie Cook (Recorder)

1. Verification of Quorum and Call to Order

Committee Chair, Kim Hensley declared a quorum present and called the meeting to order at 9:00 a.m.

2. Approval of Minutes

The minutes from the November 6, 2015 regular Assessment Committee meeting were presented to the committee for approval. After a few minutes for the committee to review, a motion to accept the minutes as written was made by Anne Cline and seconded by Larry D'Angelo. The motion carried unanimously. Chair Hensley declared the motion adopted and the minutes approved.

3. Old Business

3.1. Assessment Week

a. Showcase for Assessment and Students

Chair Hensley asked all committee members to continue to discuss Assessment Week to faculty and students. The purpose of the event is to educate about assessment. Additionally, she asked that everyone also make students and faculty aware that they may physically present their projects on the various campuses. We hope to have "in person" participation and electronic participation.

Chair Hensley asked if everyone could devote time at the end of today's meeting to brainstorm ideas for the event. Plan to share ideas to promote the event as well as ideas to bring the projects to each campus and offer solutions from printing posters to advertising the event. All agreed to do so at the end of the meeting.

Brainstorming – Showcase for Assessment and Students (at end of meeting)

As previously agreed, once all items on agenda were completed, more brainstorming of ideas for Assessment Week were discussed. Chair Hensley announced that she would like to have some type of visual aid/poster that answers the question "What Assessment Is". She said she would like to have Bloom's Taxonomy shown. We need to show that the importance of Assessment is to improve student learning. Discussion followed regarding different eye-catching posters to attract people to the

The committee have decided that Assessment Week should not only to be used to show the importance of assessment through educational posters and through showcasing student work, but we would also like to use Assessment Week as an opportunity to show the career pathways Southern offers ("Dept", Program posters) and to have positive marketing opportunities for Southern.

b. Updates from Campus Managers

Nicole Vineyard was to follow-up with an update to her conversation with Bill Cook, Director of Campus Operations for the Boone Campus regarding his response to the event for the spring. Since Ms. Vineyard is absent from the meeting today, we will attempt to get her update from Bill Cook at the next meeting. The committee does not anticipate any problems with the Boone Campus and expect full cooperation from him in support of the event.

c. Technical Update

Chairman Hensley talked with Gary Holeman, Chief Information Officer, regarding the best method to forward student's projects digitally. His recommendation is to use a program called "One Note Business". Mr. Holeman said that he would provide directions to everyone to download the web-based program. He stated that emailing the documents would not work well due to the size restrictions on our email. He also stated that we could use flash drives or disks but that the One Note Business program would be the most favorable method to use. He advised that there would be smaller concerns about the loss of files on One Drive as compared to flash drives or disks.

d. Timeline

Anne Cline developed a draft 14-week timeline, leading to Assessment Week (week 14). After much discussion, the timeline was modified to better serve the needs of all participants. The updated version will be typed and to the committee members for a second review as well as a working document that can be expected to change as needed.

e. Assignments

See updated Timeline handout for specific dates and person(s) responsible.

f. Update Letter to Instructors

The committee decided to send reminder letters to the faculty a couple of times in this semester.

g. Release Form

The release form will be sent out with the reminder letters to Instructors.

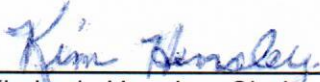
4. New Business

4.1. Curriculum Mapping

A motion to table "Curriculum Mapping" on the agenda was made by Anne Cline and seconded by Regina Bias. The motion carried unanimously. Chair Hensley declared the motion adopted and the item was tabled at this meeting.

7. Adjournment and Next Meeting

There being no further business, Chair Hensley asked for a motion to adjourn. Motion made by Anne Cline to adjourn. The motion was seconded by Mary Hamilton and unanimously approved. Chair Hensley declared the meeting adjourned at 11:35 a.m. The next regular Assessment Committee meeting is scheduled for Friday, February 26, 2016 at 9:30 a.m. on the Logan Campus, Building A, in the Harless Library.



Kimberly Hensley, Chair



Sammie Cook, Recorder