

## ASSESSMENT ACADEMY TEAM MEETING

Wednesday, January 31, 2007

### MINUTES

**Members Present:** Cheri Barrall, Jane Bryant, Joseph Dethrow, Brenda Erickson, Maudie Graham, Carla Haas, Susan May, Deborah Payne

**Members Absent:** Christy McBride, Julia Schroeder

**Action Plan.** The committee was given an updated version of the Action Plan with input from everyone on the team except C. McBride. B. Erickson will be working with Christy while she is out on family leave. It was noted that the current version of the Action Plan was a first draft and more detailed information would need to be added. The following items were identified as missing in our current action plan: 1) obstacles, 2) identifying data to collect, 3) how is this information to be used, 4) how do we measure the effect of change, and 5) development of a communication plan. C. Haas and J. Bryant agreed to revisit the SWAT analysis to help advance our Action Plan more towards the objectives set forth at the Lisle convention.

**Resources/Budget Plan.** The following budget resources for the Assessment Academy Team were discussed: stipends, meeting expenses, administrative, release time and professional development. Documentation addressing the goals of the team, anticipated hours, and a description of how the work will align with the College mission is needed for mentor-at-large stipends. C. Barrall agreed to work with D. Payne to develop a format for the mentor-at-large request. Dr. Petersen has agreed to fund the annual meeting in April, 2007.

**F/S Development Day.** The Assessment Initiative will host a workshop to complete implementation on Critical Thinking, Ethical Awareness, and Community Responsibility from 10:00 – 11:50 a.m. during F/S Development Day. C. Barrall, J. Bryant, and J. Dethrow will work together on a presentation for the Academy during the lunch hour from 12:15 – 12:45 p.m.

A follow up meeting has been scheduled for **Wednesday, February 14 at 8:30 a.m. in C123A.** The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Susan May

## ASSESSMENT ACADEMY TEAM MEETING

Tuesday, June 19, 2007

### MINUTES

**Members present:** Jane Bryant, Joe Dethrow, Carla Haas, Susan May, Christy McBride, Deborah Payne, Julia Schroeder

**Members absent:** Cheri Barrall, Maudie Graham

**Guest:** Laci Pochie, newly appointed Secretary to the Department Chairs and Assessment Coordinator

Brenda opened the meeting with introductions. Handouts included the action plan, SWOT analysis, agenda from the HLC debriefing meeting, and an article from the Advocate entitled *Survey of Student Engagement*.

Phil Minnis has appointed Michelle Hamilton to represent Career and Community Education on the Assessment Academy. Carla Haas is now the Director to the Vice President for Instruction and will remain on the Academy as well.

**Electronic Resources.** The Academy has a posting on the HLC Website at <http://academy.ncahlc.org>. The username is TL15501 and the password is qsjU76pk. Please make a point to view this posting as well as postings from other participating colleges.

With everyone's busy schedules, the need to communicate electronically was discussed. The committee agreed that the Blackboard would be the most effective sight to use mainly because it can be accessed off campus. Academy documents and members' contact information are currently posted on this site. Susan May will work with Jason Tanner to schedule Blackboard training for Academy members.

**Strategic Planning.** Student learning has been placed as the umbrella over Strategic Planning. Julia and Deb are on the subcommittee that is working on the framework of Strategic Planning.

**Summer Planning.** The Academy will go before the Board of Trustees at the July 24 or August board meeting. The Academy will also make a presentation at the fall faculty meeting on August 15, 2007. Discussion continued whether the academy presentation should go before the strategic plan presentation or after. It was also discussed that it would be helpful to highlight the areas that align with the strategic plan framework. A subgroup including Jane Bryant, Cheri Barrall, and Christy McBride will begin planning for opening day. Faculty/Staff Development Day is scheduled for October 8, 2007. Deb Payne commented that we should focus on three things that we want people to learn about assessment this year and use the presentation to enhance these items.

**Other.** The book voucher is still available for use. The committee agreed that Brenda, Jane, and Cheri could determine what materials to purchase with that voucher. The location of a common facility was discussed. Joe Dethrow was asked to look at the offices in C142 to see if that location would be a possibility.

**Goals.** The goals set before the Academy include utilizing the Blackboard resource, contacting key people, and taking ownership of objectives as listed on the action plan. Please post your Academy progress in terms of any of these goals on Blackboard by **July 16, 2007.**

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Susan May

## ASSESSMENT ACADEMY TEAM MEETING

Wednesday, August 23, 2007

### MINUTES

**Members Present:** B, Erickson, D. Payne, J. Schroeder, S. May, J. Bryant, C. Barrall, M. Hamilton, J. Dethrow, C. McBride, L. Pochie

**Members Absent:** M. Graham, C. Haas

**Welcome.** Brenda opened the meeting by welcoming Michelle Hamilton to the Academy Team. She is the new Director of Corporate Training and will be representing the Business & Industry.

**Board of Trustees.** The Assessment Academy Team will go before the Board of Trustees on Tuesday, August 28<sup>th</sup> at 7 p.m. Brenda asked for suggestions regarding the presentation. D. Payne suggested that the presentation should be brief and that the history of Assessment be kept minimal. D. Payne suggested that Brenda, Cheri, and Jane speak to the Board for the Academy and that handouts listing the Academy Team members and their specified areas be distributed. All Academy Team members were asked to attend the Board meeting. D. Payne offered her slinkys to help maintain interest. It was also suggested that the presentation should conclude with "Here is what our work will do for you."

**HLC.** B. Erickson announced that John Hausueman had contacted her with some information regarding a workshop titled "Commitment v. Compliance." He also requested that our team view at least two other institution's electronic postings and offer feedback. D. Payne was asked to review this information.

### Summer Activities.

- **Blackboard:** Members were encouraged to post minutes of meetings with key people on Blackboard. C. McBride reported that she has scheduled meetings to meet with her key people in the near future. Brenda recommended that Michelle model Christy's methods.
- **Document Management:** Brenda met with her key people to discuss document management and posted notes from that meeting on Blackboard. J. Bryant has attended the first Document Management committee meeting and has also posted information regarding that meeting on Blackboard.
- **Strategic Planning:** Brenda noted that Julia and Deb would primarily be working with strategic planning and requested that the eight general education goals be added to Julia's PowerPoint that was presented at the fall faculty meeting. Julia stated that she will include that addition for the Board of Trustees handout on Tuesday.
- **Starlink:** All members agreed that "Assessment is a *tool* to improve learning." The availability of offering "Train the Trainer" for spring 2008 was discussed. C. Barrall will follow up with this.

**Space Issue.** C. Barrall briefly discussed the need of an office space for Assessment and reported that C142 is no longer available. The purpose for central location for Assessment would allow outsiders to come and ask questions as well as receive information and view resources. The Teaching & Learning area was discussed as a feasible option. C. Barrall will check with Tom Bell to see if they could have a display space somewhere in the area.

**Book Voucher.** Suggestions for book voucher purchases were received from C. McBride and Brad McCormick. Brenda will look over the list being considered to mark the books she already has on hand so that duplicates would not be ordered. Members agreed to respond to Jane and Cheri by August 31 with any other suggestions.

**Stats Package.** New package may or may not be needed. In order to determine if a new package should be purchased, we first need to establish what statistics would be collected and why. We also need to utilize the software available through Eric Pulley if available. J. Bryant has met with E. Pulley and information regarding that meeting is posted on Blackboard.

**Title III Teaching/Learning Stipend.** Members were asked to look over the proposal submitted by D. Payne for the Assessment Academy Team for the Title III Teaching/Learning Stipend. Assignments to provide documentation for the following items by June 30, 2008 were made as follows:

- Handbook for assessment – *B. Erickson, J. Bryant, S. May*
- Evidence of assessment integration into the college's strategic plan – *J. Schroeder, D. Payne*
- Training modules for integrating effective assessment into courses – *C. Barrall, J. Dethrow/T. Bell* (podcasts)
- Dissemination of best practices for program and institutional assessment – \_\_\_\_\_
- Minutes of internal and external focus groups and team meetings – *B. Erickson, S. May*
- Development of assessment academy goals for 2008-2009 – *Academy Team Members*
- Survey of faculty and staff for knowledge and acceptance of assessment – *C. Barrall, J. Bryant*

### **What's Next?**

- Brenda, Cheri, and Jane have made plans to meet with most of the departments for fall 2007.
- The AAIC meeting is scheduled for **Tuesday, October 2** and Academy Team members are invited to attend. Discussion followed about adding M. Hamilton and C. McBride to the AAIC Committee.
- F/S Development Day is **Monday, October 8**.
- The nominal group for Aesthetic Response is scheduled for **Wednesday, October 24**.
- Consideration for an article for *The General News* was discussed and could include information presented before the Board of Trustees.

The meeting adjourned at 4:25 p.m. The next Academy Team meeting was scheduled for **Thursday, September 13 at 3:30 p.m. in G202** to discuss the F/S Day presentation.

Respectfully submitted,  
*Laci Pochie*

## ASSESSMENT ACADEMY TEAM MEETING

Thursday, September 13, 2007

### MINUTES

**Present:** B. Erickson, D. Payne, J. Schroeder, S. May, J. Bryant, C. Barrall, M, Hamilton, J. Dethrow, C. McBride, C. Haas, M. Graham, L. Pochie.

**Board of Trustees Meeting.** B. Erickson expressed her appreciation for the overall success of the August Board of Trustees meeting. Various members agreed that the meeting went well and the audience was very attentive. J. Schroeder stated that the presentation was excellent. It was agreed that the board members “wanted more.”

**Action Plan.** C. Barrall distributed a memo to each member listing the project and deadline that they are assigned to. She then asked for any questions and comments. Products to be produced by Assessment Academy members were listed on pages three and four of the action plan. J. Dethrow asked where the products should be housed and it was agreed to post products on Blackboard. Changes to the Action Plan were requested as follows:

- Maudie Graham requested the following changes to be made to her key people listed on page 2: remove *term faculty* and add **Mark Henson, Campus Safety, Jane Minton and Laralyn Cima.**
- M. Hamilton asked to change *Career* to **Workforce Development** listed on page 1. B. Erickson noted that S. Colombo had been added to the list of key people to serve as a transitioning member.
- C. McBride would like to add **Tom Cardwell** to her key people listed on page 3.
- J. Schroeder will add **Adrienne Barkley**, student trustee **Matthew Todd**, and **Erica Hookman** as student representative to her key people.

J. Schroeder recommended adding an on-line assessment component as a goal on the action plan. Resources will include meeting expenses, timeline will be spring 2008, and the outcomes will include a completed rubric and follow-up report.

**HLC Cohort Reviews.** D. Payne posted reviewed a few colleges on the HLC website and asked some questions. She commented that the universities listed were too broad and plans for other community colleges looked similar to ours. It was agreed that each member will review at least one college before the next meeting.

**Conferences.** Upcoming conferences were discussed and it was agreed that the HLC conference in Lisle would be the most beneficial. **C. Barrall, J. Dethrow, and J. Bryant will plan to attend the December conference in Lisle; and C. Haas, M. Graham, and C. McBride will make plans to go to Lisle in February.** D. Payne and J. Schroeder are planning to attend the annual meeting on April 11 – 15. B. Erickson asked if she would be allowed to utilize professional travel funds while on sabbatical. S. May will look into the policies for sabbatical leave. Academy members are to get with L. Pochie concerning registration fees and travel advance forms. J. Schroeder commented that professional development funds should be used for this travel unless they are already appropriated for travel for your specific department.

**AAIC Meeting.** The AAIC meeting is scheduled for Tuesday, October 2 from 11 – 1 p.m. in the Batteau Room. Assessment Academy members are invited to attend.

**F/S Development Day.** Faculty/Staff Development is scheduled for Monday, October 8. Assessment will have two blocks; 11 – 11:50 a.m. and 1:00 – 1:50 p.m. Academy members are encouraged to attend. A resource table with literature will also be set up that day.

**Aesthetic Response Nominal Group.** The last educational goal to be reviewed in this nominal group cycle is scheduled for October 24.

**Ideas from on-line accreditation team.** Ideas received from the recent visit by the accreditation team for the on-line degree program were discussed. They recommended including a cycle of review (program review), making assessment part of the hiring process, and incorporating retention into assessment. B. Erickson noted that Sue Trammell had attended the HLC academy meetings and could assist in the program review. J. Schroeder recommended adding online assessment as a goal on the action plan. One activity would be to review the rubric. Responsible person will be Cheri Barrall and key people will include: J. Schroeder, Cindy Johnson, Tom Bell, Cindy Minor, and Jason Tanner.

The meeting adjourned at 5:00 p.m. The next Assessment Academy meeting is scheduled for **Thursday, October 18 at 3:30 p.m.**

Respectfully submitted,

Laci Pochie

## ASSESSMENT ACADEMY TEAM MEETING

Thursday, September 11, 2008

### MINUTES

**Present:** Valeria Barko, Cheryl Barrall, Jane Bryant, Brenda Erickson, Carla Haas, Cindy Johnson, Susan May, Christy McBride, Deborah Payne, Julia Schroeder, Sue Trammell

**Rubrics.** After discussion about the drafts of the rubrics for Communication and Mathematical Reasoning, the team decided to review the drafts at the October 13, 2008, Faculty/Staff Development Day, to prepare a final instrument. Fall semester, 2008, a pilot study will be conducted using the instruments and approximately 30 artifacts for Communication and 30 for mathematical reasoning. Two teams of evaluators will compare the artifacts to the rubrics and further refine the instruments and the process. A full implementation using the rubrics for Communication and Mathematical Reasoning is schedule for Spring, 2009.

It was decided to delay the Wellness and Community Responsibility workshops to the 2009-2010 academic year.

**Email from John Hausaman.** Cheri announced that John has called for an update to our posting by October 10. Susan said two people had provided postings: Brenda Erickson and Deb Payne. Cheri and Susan will meet and update our project postings by October 10. Brenda and Deb offered to provide feedback to other Academy institutions. Cheri said that mentors will begin reviews by October 13. After our mentor review, Cheri will schedule the next Academy meeting to coincide with the team telephone call from our mentor.

**Review goals for 2008-2009 year.** Cheri reviewed the goals for 2008-2009 with the team. All agreed to their goals. Jane Bryant offered to approach Eric Pulley about the statistical/survey software licensing and use and also about graduate/completers follow-up.

**F/S Development Day.** Susan May will check with Rick Burkett about the Assessment Academy website, SharePoint access, and the Academy's Blackboard postings. Discussion of the ICCB/IBHE reports was delayed.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Brenda Erickson



## ASSESSMENT ACADEMY TEAM MEETING

October 15, 2009

### MINUTES

Cindy Johnson began this meeting by briefly discussing Program Review. It was announced that the Cross Discipline curriculum will be included and must be reviewed on a five year cycle. A meeting has been set with Lora Hines on October 29<sup>th</sup> to discuss retailing and marketing. After an initial meeting, further meeting will be held with Department Chairs as well as the Nursing Department. Cindy also announced that surveys and interviews will be conducted in the process and the Academy will be contacted for support. A deadline has been set for May 2010.

**Higher Learning Commission Conference:** Brenda Erickson asked academy members to indicate whether or not they were interested in attending the April 9-13 conference. She also announced that the number of attendees may be limited this year due to the current loss of funds. Further details will be announced at the next Academy Meeting.

**F/S Development Day:** Cheri Barrall distributed Aesthetic Response and Ethical Outcome Statements to all members present. Cheri announced that there are folders available for Critical Thinking and Workplace Readiness. Nicole Borrenpohl shared sample rubrics and stated that these will be posted on the academy website.

**Status on mathematical reasoning:** Cheri Barrall stated that she is currently awaiting feedback from MAT 113 instructors and is also waiting on the spring and fall feedback as well.

**Oral Communication Data:** Cheri Barrall affirmed that all Speech instructors had collected information regarding this topic as well as Community Responsibilities.

**Survey for Graduation Requirement:** It has been agreed that a survey should be required to all students who apply for graduation. Cheri will discuss this matter with Terry Crain. Next Meeting will be held on Thursday, December 3 at 3:00 in G202.

Respectfully Submitted,

Laci D. Pochie

## ASSESSMENT ACADEMY TEAM MEETING

December 3, 2009

### MINUTES

**Project Feedback:** Cheri Barrall began this meeting by briefly discussing the project feedback from our mentor, Bob Mundhenk. Basically, Bob has concerns about the plan for mathematical reasoning. Team members are going to read his comments and discussion will continue at the next meeting.

**Higher Learning Commission Conference:** Four team members plan to attend the conference in April: Cheri Barrall, Brenda Erickson, Christy McBride, and Deb Payne.

**Goal Updates for 09-10:** Each member discussed progress on our team products for this year: Cheri and Valerie will meet over the break to work on the statistical analysis of mathematical reasoning and communication data being collected this semester. Carla attended a conference on dual credit that discussed the use of surveys. This information was helpful as the team continues working on a survey for graduates. Actually, a survey is already in existence on the admissions web site. Susan, Carla, Julia, and Cheri contributed to the addition of two questions (regarding learning goals) that could simply be added to the current survey. Julia took this request, and the idea of making the survey mandatory, to the Vice Presidents meeting a few weeks ago. We will not be allowed to make the survey mandatory, but the wording can be changed to encourage more participation, and our questions will be added. Institutional Research is to make these changes. Cindy brought up the idea of possible incentives if participation is low. Cindy continues to work with the Online Assessment Team and the development of their rubric. Cheri mentioned that she had recently completed a survey as a member of that team and recommended that, in addition to course design, the rubric also address student learning. Christy reported that Student Services continues to work on assessment plans and reporting of their data. Nikki has gathered some samples of links to other institutions' rubrics for ethical awareness and aesthetic response. Susan has put the links on our website.

**HLC Phone Conference:** Cheri discussed a teleconference she attended on November 12. Bob Mundhenk hosted the conference and centered the discussion around the movement in higher education toward outcomes-based curriculum (rather than the traditional credit requirements). He recommended a website, [www.aacu.org](http://www.aacu.org), that has more information on this topic. Cheri had visited the site and distributed copies of information and sample rubrics to team members. On the same topic, Carla and Cindy had recently attended a meeting where Elgin Community College ties learning outcomes to their courses through CurricuNet. They will learn more about this at future meetings with Elgin.

The Assessment Academy Team's next meeting is tentatively scheduled for Thursday, February 4, 2010, at 3:00. Please check your calendars and let Cheri know of any potential conflicts. If none are reported by December 17, a room will be scheduled for this date and time.

Respectfully submitted,  
Cheri Barrall

## ASSESSMENT ACADEMY TEAM MEETING

February 4, 2010

### MINUTES

**Members Present:** Cindy Johnson, Nancy Jo Crowell, Deborah Payne, Brenda Erickson, Susan May, Christy McBride, Valerie Barko, Cheri Barrall, Nikki Borrenpohl, Stephanie Hartford, Bob English, Julia Schroeder, Laci Pochie

**Members Absent:** Carla Haas

Cheri Barrall began the meeting by distributing an agenda and then turning the floor over to Deborah Payne in regards to the online graduation survey. It was mentioned that as of January 2010, fifty applications have been submitted online but only one survey has been completed. The low number of surveys completed may be a result of that fact that is a link.

Various members suggested the following as a way to increase participation as completion cannot be made mandatory:

- Include the survey as part of the application
- Place the link at the end of the application

**Mentor Feedback:** Members were asked to look at Bob's mentor review. Login into the HLC Website (Cheri will send directions).

**Elgin Community College's use of CurricuNet:** The first meeting will be held on April 23<sup>rd</sup>. Cindy and Carla will report feedback.

**HLC Annual Conference:** The conference will be held in April. Cheri, Deborah, Christy, and Brenda will be attending. Travel will be funded through grant funding, professional development, and peer group funding. Susan May is the contact person for registration.

**Fall 2009 Data:** A common rubric was used by the English department to assess written communication. Half of the faculty that taught ENG 101 completed this. A question on how to encourage faculty to participate was raised. A record of who is submitting was recommended, as was sending a reminder. Two changes will be made in this assessment process for future semesters. Common guidelines for scoring will be used because all students should have the same skills when entering ENG 102. As far as mechanics, a range of how many errors will be applied to each score will be used. In addition, all instructors will use the research paper in the future. This will allow for assessment of MLA documentation ability.

The Math Department sent data to look at; they had 100% participation. Analysis of this data shows that students' exam scores are consistently lower than their course grades. Several questions were raised in regards to the Math Department final exam. Such as, is the data valid? What are we trying to answer? What is the discrepancy between the final grade and the exam?

**Nancy Jo Crowell:** Nancy gave a detailed explanation of why she has joined the assessment team and also discussed her mission. She is currently working on a project for her Master's Program and distributed a handout covering the details of this project. Valerie Barko commented that she will be interested to see what an outside source thinks of Nancy's ideas and JALC's assessment initiative. We could possibly improve from their input. It was also mentioned that creating common questions that would serve across the board would be ideal.

**Faculty Staff Development Day:** Cheri will hold a discussion at 8:00 to focus on communication.

**Next meeting:** Wednesday, March 24, 2010 at 3:00. Please contact Cheri if this date and time works with your schedule.

Respectfully submitted,

Laci D. Pochie

## ASSESSMENT ACADEMY TEAM MEETING

Wednesday, March 24, 2010

### MINUTES

**Members Present:** Susan May, Nikki Borrenpohl, Cheryl Barrall, Christy McBride, Brenda Erickson, Cindy Johnson, Valerie Barko.

**Members Absent:** Carla Haas, Nancy Jo Crowell, Julia Schroeder, Stephanie Hartford, Deborah Payne, Robert English

**Academy Results Forum:** Cheri Barrall opened the meeting by distributing the Mentor Review. A discussion of the review followed. It was voiced that Bob may have been reviewing older information as he kept referring to the rubric which is no longer what we are using. Cheri asked the team to be thinking of a five question survey that could be distributed to the department chairs in order to obtain information about what math skills their students need, etc. The current focus of this survey will be mathematics and with that being said, she has asked that the MAT 120 syllabus be printed and reviewed. All suggestions should be sent to Cheri with a deadline of April 1, 2010.

Cheri also raised the question of, "How will this end?" Per Bob's letter, the following options are available:

- A results Forum will be held from November 17-19, 2010 with a second forum being held June 8-20, 2011
- A pilot results forum will be held July 26-28, 2010

Bob's letter also stated that a written report on progress, of no more than 8-10 pages is due sixty days before the start of the results forum (May 28, 2010 for the pilot forum). Given this date, Cheri asked that written report responses be sent to her by May 1, 2010. The second step, a telephonic "exit interview," will be conducted by an Academy mentor roughly thirty days before the results forum. Lastly, it is suggested that the academy team should attend the results forum.

**Advisory Committee:** This year, Cheri would like a more productive and focused meeting. With that being said, the team was asked to review a list of the current advisory committee and offer their suggestions on which members should continue to attend yearly meetings. The following suggestions were made:

- We have too many internal members
- Should we alternate which team members attend?
- What are the members bringing to the committee?
- What do we want from the advisors?
- What are we getting from these members currently?

With these thoughts in place, it was decided that the board members need not attend the yearly advisory committee meeting. Instead, they will be sent a report every July as well as a thank you

letter. Academy members may not all need to attend as they already have knowledge of what is going on and would be sent the same report as the Board. A maximum of four academy members will attend. Valerie Barko asked to be rotated off.

As far as the attendance of Department Chairs, it was suggested to rotate which members attend depending on which goal is being assessed. This year, John Profilet will be asked to attend as will Perry Knop, Pam Karns, and Robert English. Another suggestion was to have two chairs from the transfer education department and two from career education attend. A term faculty member will be invited from the Math department.

External members who will be invited to attend this year's advisory meeting will include: Dr. Moreteza Daneshdoost, Dr. Lizette Chevalier, John Washburn, Paul Sarvela, and Patricia Sabengsy. It was suggested to invite more external math people (preferably from engineering firms) as well as the SIU Assessment Coordinator and the Executive Director of SICCM, Mary Sullivan.

Cheri reviewed a list of names for possible new external members for 2010 and also discussed the following topics for the meeting agenda:

- What do we want to know from them?
- What experience with online assessment might they have?
- How are we organized at John A. Logan College?

At this year's meeting, the theme will be Math. Cheri has also asked that index cards be placed on the tables in order to receive thoughts and comments from members. A budget has not been set in place yet for this meeting. Cheri will discuss the details with Julia and will then finalize room and catering arrangements.

Respectfully submitted,

Laci D. Pochie

## ASSESSMENT ACADEMY TEAM MEETING

Tuesday, September 14, 2010

### MINUTES

**Present:** Valerie Barko, Cheryl Barrall, Nikki Borrenpohl, Nancy Jo Crowell, Robert English, Brenda Erickson, Carla Haas, Stephanie Hartford, Cindy Johnson, Susan May, Deborah Payne, Julia Schroeder

**Student Needs.** Cheri Barrall opened the meeting by giving an update on the video clips that Nikki and Stephanie have been working on for student reference. A series of 2-3 minute clips will be made to cover classroom topics and will be posted as a link so that students may get a refresher of what was learned in class. It was suggested to advertise the video clips via: John A. Logan's facebook and twitter accounts.

**Other Ideas.** An assessment of English 101 research papers was distributed. Cheri raised the question, "Who else on campus uses MLA format"? MLA format appears to be housed by the English Department as other departments do not use it much. All English 101 instructors will be asked to meet for a workshop to go over and revise the current rubric as it is imperative that students should be getting the same end result. Anita Petersen, English Department Chair, will be conducting this meeting along with Associate Dean for Transfer Education, Mark Henson. This will be a collaborative, three hour workshop and will be held on October 19th. The time and location are to be announced.

**Rubric Revisions.** Brenda Erickson and Donna Ford are currently working on this project, focusing specifically on technical writing. The deadline for revisions is October 8th.

**Faculty/Staff Development Day.** Will be held on October 11, 2010. Ideas for topics include: The update of the Assessment Handbook, Rubrics, Models for Rubrics, and Emphasis on online teaching.

**Impact Report Reminder:** Cheri sent an e-mail to all members from the HLC regarding what has to be reported in June. June 8-10 will finish our four year commitment. Any members who are interested in traveling to Lyle should contact Cheri as soon as possible. Ideas for the report should be submitted to Cheri by April 1, 2011.

**Meeting Dates:**

- Assessment Academy Meeting - Tuesday, November 16, 2010 at 3:00 in the TDR.
- AAIC Meeting- Tuesday, October 5, 11:00 a.m. in the TDR.

Respectfully Submitted,  
Cheryl Barrall

## ASSESSMENT ACADEMY TEAM MEETING

Tuesday, March 29, 2011

### MINUTES

**Members Present:** Brenda Erickson, Carla Haas, Christy McBride, Deborah Payne, Nancy Jo Crowell, Nikki Borrenpohl, Stephanie Hartford, Susan May, Valerie Barko, Tara Hembrough, Cheryl Barrall

**Members Absent:** Robert English, Cindy Johnson, Julia Schroeder

**Welcome:** Cheri Barrall opened the meeting by welcoming Dawn Hooker, new secretary for the six department chairs and secretary for the Assessment Academy. Cheri also welcomed Tara Hembrough as a new member to the Assessment Academy Team. Tara is a term faculty in the English Department. Tara has had previous experience with Assessment.

**Academy Report:** Cheri held a discussion about the Results Forum Impact Report. Members gave input about the format and content of the report. Corrections and changes were made. Cheri announced that Susan May will help with the formatting of the Academy report.

Cheri discussed the survey that was sent to term faculty, full-time faculty and administration. She reported that out of a possible 300 plus surveys that were sent out, only 33 surveys have been returned. Deb Payne suggested that she could send out an electronic reminder to everyone in hopes to get a better response. Susan May suggested converting the survey to be sent electronically.

Cheri's goal is to have the Academy Report sent out by April 7, 2011. Cheri would like for the report to be sent out before the HLC Conference that will be held April 8 -12, 2011. Cheri encouraged team members to send any ideas or suggestions to her.

**HLC Conference:** The HLC Conference will be held April 8 -12, 2011. Several team members reported that they will be attending the conference.

Cheri announced that she has 13 months remaining as the Assessment Coordinator and several other members will be leaving, as well. With this being said, Cheri's focus is on "how do we keep this thing going?" Deb Payne explained the changes that will be forthcoming. She explained the new Pathways accreditation process:

- Compliance
- Institutional Improvement

**Results Forum:** The Results Forum will be held June 8 -10, 2011. Cheri would like to have at least 3 team members attend the forum. Up to 5 people can attend the forum for the cost of \$0.



Cheri asked if anyone knew if they would be attending. Brenda Erickson said she would go and Christy McBride is a “maybe”. Cheri will be attending.

**Advisory Committee:** The advisory committee meeting has been tentatively set for May 3, 2011 at 5:30 pm. The team was asked to bring items or ideas to Cheri that they would like to be taken to the Advisory Committee meeting. Cheri’s theme for this year will be Sustaining Assessment.

Next meeting will be April 19, 2011 at 3:00 P.M. in room G202.

Respectively Submitted,

Dawn S. Hooker

## ASSESSMENT ACADEMY TEAM MEETING

Tuesday, April 26, 2011

### MINUTES

**Members Present:** Brenda Erickson, Carla Haas, Deborah Payne, Stephanie Hartford, Susan May, Tara Hembrough, Cindy Johnson, Robert English, Cheryl Barrall

**Members Absent:** Julia Schroeder, Christy McBride, Nancy Jo Crowell, Nikki Borrenpohl, Valerie Barko

**Welcome:** Cheri Barrall opened the meeting by thanking everyone for being flexible with the change of date for the meeting.

**HLC Conference:** The HLC Conference was held and attended April 8 -12, 2011. Cheri asked those members that attended the HLC Conference to compose and compile information that they gained while attending the conference. She asked those members to possibly share any information and hand-outs that was obtained from the conference. Deb Payne informed everyone that members may go to the HLC website and view information and hand-outs. Carla Haas commented on her experience at the conference and her time spent with the team's mentor. Carla felt as though John A. Logan's assessment team has a much better handle on things than some others. Cheri felt that she came away from the conference with a much better understanding of the pathways accreditation process. Discussion of the topics and HLC conference continued.

Cheri introduced "The Little Brown Essential Handbook". This book will be "recommended" for purchase for several classes on campus. The book will be "required" for students in Cheri's 052 English classes and Nikki Borrenpohl's and all term faculty's ENG 101 classes. The book will be used and taught how to be used in these classes. Tara Hembrough noted that term faculty wants to use the book, but they are waiting on teaching assignments. Discussion and ideas among members on ways to get information out about the handbook and its benefits and importance to other classes were given. Cheri informed members that the bookstore is working with her and those interested in using the book. Cost is \$32. Cheri also stated that the royalties from the books would go to the foundation and Cheri would like to see a scholarship created and given by Assessment.

**Advisory Committee:** The 14<sup>th</sup> Annual Assessment Advisory Committee Meeting will be held next Tuesday, May 3. Invitations and emails were sent out. Cheri is still waiting on RSVP's. Dawn has received 3, so far (2-yes; 1-no). Cheri will make follow-up phone calls on Wednesday, April 27.

Cheri's focus this year will be on "Sustainability – How are we going to keep this going".

Many suggestions were made and discussed. How do we achieve sustainability? How do we get more people involved?

- 2 “co-chair” people to represent and work on each educational goal. Currently, Stephanie and Nikki are working together on Communication.
- Trade committee duties. Relief from a prior committee in order to serve on Assessment.
- Introduce and train others on how to use assessment in their program.
- Assessment needs to be more institutionalized
- Reward cards to faculty when they get involved or participate in the assessment process.
- Show how the objective, task and evaluation of each new or revised course ties into assessment
- Show course mapping and introduce pathways during professional staff development days and first day meetings.
- Make assessment part of instructor evaluations.

**Results Forum:** Cheri is still looking for more members to attend the conference June 8-10. Deb Payne said she will attend if she is needed. Carla Haas said she will attend.

Deb Payne thanked Cheri for all her hard work.

Respectively Submitted,

Dawn S. Hooker