Assessment Committee
April 18, 2017
10:00 – 11:00 a.m.
Ware Student Bldg. Room 207

Present: Tina Bass, Stefanie Decker, Jennifer Ashcraft, Heather Voran, Kristin Edford, Frank Sobey, Sarah Uselding, Emily Gilbert, Tamara Rocsko, Tamara Rhodes, Paul W. Hogue, Mindy Weathersbee**,** Janet Barton, Joe Wyatt, Judith Carter, Karen Taylor, and Sarah Davis recorder.

I.   **Welcome and Approval of past minutes:**
   a. Tina Babb welcomed everyone
   b. Approval of Minutes: Minutes were reviewed, Heather Voran moved to approve, Tamara Rocsko seconded, approved by all.

II.   **Continued Discussion of Charge to Committee 9/30/16**
   a. Deliverable to begin with 2017 Fall Cohort for No Excuses 2020
       Tina Babb met with Cara Crowley recently for confirmation of the charge schedule. Ms. Crowley said, a plan is not expected until fall. The plan is to be presented and implemented in early fall.
   b. Main Focus of No Excuses 2020 Strategic Plan Charge
       Program Review will be one of the focuses for the fall cohort.
   c. Action Plan
       Committee discussed the Program Review process and the need to set a cycle for review.
       Tina will be working with Kristin McDonald-Willey, looking at the reviews that were completed, and those that have not been completed during the last 5 years.

III. **Assessment: Program Reviews**
   The Program Review completed by Frank Sobey for the English area was presented and discussed by the Committee. The form is found to be streamlined and efficient and has the information required by SACS.

   a.   Driven by SACS Requirements
         The 5th year report is due September 2018. This summer we will be looking at establishing the cycle of Program Review that will be presented and begin updating the latest assessment findings.
   b.   Must show continuous improvement
         With the 2017 fall submissions, we will have a storage location for artifacts, reviews and the documentation of the reviews with plans for improvements.

IV. **Discussion on Subcommittees**
   a. Instructional
   b. Non-instructional

   Discussion followed: Subcommittees will meet separately and/or together as needed per assignments/projects.

V.   **Assessment cycles**
   a. Tallahassee Community College example
       Handout was reviewed. A similar matrix is being considered that is seen in this example. (Handout will be made a part of these minutes.)

b. ISLOs – 6 General Education Competencies
   General Competencies were discussed for clarification that not all courses cover all 6 competencies, but that Amarillo College as a whole covers all 6 competencies.

   Tina Babb explained: The state gives a list of 6 competencies and you tell me which courses would fit into the competencies and how they align within your maps.
   We will be researching to confirm if accreditations can be used for the findings submitted and/or tie the accreditations and programs together.
   Tamara Rocsko supported using the tracking information that is required for program's accreditations and being able to simply copy and paste requested information in the program review.

c. Blackboard (Bb) Outcomes Assessment tool
   Heather Voran: Blackboard has an outcomes piece, sometimes program and sometimes course review information, but is limited to the space available.

   Tina Babb and Heather Voran: Working on Bb Outcomes Assessment Tool. Heather ran a pilot starting in fall 2015 and we are close to wrapping. There are a few that have worked with Heather on this pilot. Reports of the findings will be sent out and requesting suggestions and to ensure all are trained on the outcomes assessment within Bb.
   Tina explained the programs decides which courses they want assessed. Then we collect artifacts and have them reviewed digitally. We hope to roll it out that portion for fall. We hope to have the training completed this spring and summer.
   Frank Sobey: Judy Carter and he are part of the pilot, and the process was intuitive and efficient. Judy agreed and said it was much better/easier than before, much faster and efficient.

   Heather explained that in Bb, you get to write your own goals for your own area for assessment. Institutional assessments are set, but you can set them for your own area. They are based on your curricula maps.

   Heather and Tina are working on a tutorial (video). There are pieces that are missing and feel more information is better regarding the document processes that we do for assessment.

d. Program Reviews – Every 3 years
   • Tina Babb is considering a 3 year cycle for Amarillo College Program Reviews.
   • The matrix example from the handout will be used as a guide for creating the cycles, departments to be reviewed and which semester they will be reviewed. The plan is to have the Amarillo College matrix out by fall.
   • Location of Program Reviews are in an archive website and other non-website locations, but we are working on a data warehouse location for all to be able to access.
     Janet Barton: will inquire if there is availability of space in the future to store reviews in Cornerstone.

VI. **Documentation**
   One concern Tina Babb has with the template, is the documentation portion. "Did you find anything that needs to be improved" we need to make sure that we state in the review, what needs improving and follow-up and confirm steps were taken for the improvement. Tina wants to confirm all documentation of these steps have been taken.
   We do not have a documented plan in general of an assessment plan for the institution at this time.

Adjourned 10:35 am