

Meeting 4 – Tuesday, 10/1/19 AND Wednesday, 10/2/19 | 2:30-4:00 AND 1:00-2:30

Academic Sub-Committee Meeting

Members in Attendance:

Daniel Lentz	John Reid	Jessica Carroll
Enid Wells	Stephanie Owen	Clifford Wilson
Holly Parker	Jennifer Thompson-Watson	

Others in Attendance:

Cindy Carlson, Ex. Chair, Assess	
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- **Assessment Office Hours**
 - Please make sure you provide your office hours to Stephanie by the end of this week
 - These hours will be used for anyone who wishes to drop by and ask assessment-related questions, work on instruments, or complete assessment forms
- **Common Assessment**
 - Those who submitted common assessments are noted in the updated liaison sheet
 - Report out of those who haven't submitted about their discipline status
 - **Asked that all missing goal sheets or follow up report be submitted by the end of this week. If liaisons are having issues with getting goal sheets (or summary reports), please let Stephanie know.**
 - Humanities still needs to submit their plans. Liaison will follow up with those areas again.
 - Music provided goal sheet but missing additional information. Will need to discuss further with those members.
 - Theater provided goal sheet but inaccurate. Will follow up with those members.
 - Philosophy provided syllabus but no goal plan. Met with the Dept. chair to work on this but still need additional information
 - Media still needs to submit their plans. Liaison will complete as soon as possible since this is her area.
 - Social Services submitted for Child Development and Human Services. Addiction Studies provided assessment goal but still needs to complete the summary report.
 - Social Sciences submitted common assessments for disciplines that fall in this area. The Liaison provided some additional information:
 - Psychology has the most sections and has been meeting with them to discuss the assessment (multiple choice) and when to administer (midterm).
 - African-American Studies ran into issues last semester since they all used their own tool; they are now working on developing one that will be used by all instructors/sections
 - Sociology should be fine since there is only one section that will be assessed
 - Adult Education still needs to submit their plan. Provided a sketch as a starting point.
 - Adult Education Language Arts – develop an assessment that will address SLOs for level 4 since this is the level most students cannot pass.
 - Math – will take back to the math instructors to have them complete accurately

- We will start reviewing the common assessment goal sheets received thus far. Stephanie will develop a checklist (score sheet) for assessing them.
- All Liaisons should be making sure their disciplines are following through on their assessment projects.
 - Make sure they are on-target
 - Let them know you are available to assist, if needed
- **General Education Assessment Project**
 - Eric Curry from English will serve as an “English expert”
 - Vera Barkus from Speech will serve as a “Speech expert”
 - Both will be asked to attend future discussions on this topic
 - John reported that Harold Washington’s GE project is similar to how it was done before at KK. None of the other colleges he looked at seemed to provide useful information. Will look at TR again to see if they have anything published on their website
 - Asked that everyone start collecting their evidence based on their research area
 - **From Previous minutes:**
 - Everyone assigned an area to research [Below] – please review for modifications
 - Asked to bring one sample and be able to discuss why selected and how it might be useful
 - Asked that liaisons, who haven’t thus far, submit list of possible GE communication-related artifacts the committee may receive (types of assignments we may get as part of this project). Stephanie will send out a reminder email.

Initial discussion about criterion considerations for GE assessment project rubric

- Shared the WAC (2016) rubric as a model to start discussing what we need to include in GE Communication rubric.
 - Although too specific, it can be generalized (broadened) to include criteria such as grammar and mechanics but worded to something more general, such as “Conventions of standard English”
 - Should use (possibly) Likert scale such as essential, useful, not useful or number system
 - Two rubrics? Speech and one for writing? Or putting all criterion on one rubric and having N/A if not applicable
 - Multiple norming sessions will be needed
 - Must be careful that we’re developing based on speech- and writing-related points rather than content-based; however, needs to be general enough that it can be used regardless of discipline
 - Discussed if a speech rubric needs to be developed and used by those requiring students to present
 - Suggested asking instructors to record presentations and submit those recordings to the committee
 - If a rubric is developed, will instructors be willing to use, especially if they already have their own?
 - Will requiring norming sessions for those instructors using it
- **Prep for HLC Visit- Assessment**
 - Did not get a chance to discuss but provided Criterion 4 Assurance Argument. Read 4B in particular
 - Provided sample questions HLC may ask based on Criterion 4 meeting with Brandon Nicholas

- Cindy had a list of questions – will hold off for next meeting

Action Items/Next Steps

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Research assigned topic below	ALL	Next several meetings
Submit assessment office hours	ALL to Stephanie	ASAP
Possible types of evidence request	Stephanie to ALL	ASAP
Read 4B of Criterion 4 Assurance Argument	ALL	Next meeting

- **NEXT MEETING = Tuesday, 10/15/19, 2:30-4:00 AND Wednesday, 10/16/19, 1:00-2:30**
 - Next meeting will focus ONLY on prepping for HLC visit.
 - **Please bring the HLC question prompts and Criterion 4 Assurance Argument to this meeting**
 - The team will conduct some initial research to investigate what other schools might be doing to assess this particular goal. Keep a running list of sources so they can be used for future purpose:
 - Rubric design from community colleges – **Clifford**
 - Rubric design from 4 year or national organization – **Enid**
 - Assessment general education goals (with an emphasis on communication) related to community college – **Yolanda**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Human Services – **Yolanda**
 - Assessment general education goals (with an emphasis on communication) related to 4 year or national organizations – **Holly**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Adult Education – **Holly**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Media, Humanities – **Enid**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: HVAC, Automotive, DTI programs – **Domel**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: English Composition, Soc. Science – **Jennifer**
 - , Business/CIS – **Jessica**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Math, Chemistry, Physical Sciences – **Sergey**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Culinary – **Dan**
 - **Cindy** will provide some information on validating rubrics
 - **Stephanie** will also look for English Communication rubrics and assignment ideas.

Academic Subcommittee Assessment Hours

Assessment Liaison	Office Hours
Clifford	T 2:00-3:00
Jessica	W 10:00-11:00
Holly	T 1:00-2:00
Jennifer	MW 2:00-4:00
Sergey	
Yolanda	MW 2:30-3:00
Domel	W 4:00-5:00
Enid	TR 3:00-4:00
John	W 11:00-12:00
Enid	TR 3:00-4:00
Dan	M 9:00-10:00
Stephanie	W 10:00-12:00