General Body – Day, 04/02/19 | 2PM-3PM | W-100

Members in Attendance:

Naima Dawson	Alishia Atkins	Michael Kazarinov
Clifford Wilson	Enid Wells	Cindy Carlson
Jennifer Thompson-Watson		

Others in Attendance: Michelle Yisrael, Sangta Deb

- **Item 1: Program Review – Dean Atkins**

- Process was made more transparent with both general and personalized support.
- Work was done with the whole group and with area clusters (academic programs, remedial, CTE, co-curricular)
- Overall the reports were strong; edits are continuing to clarify or strengthen reports as necessary.
- 5 reports needed additional information. 3 of those mostly required data. The other two needed updates and revisions.
- Plan to have revisions completed after spring break. Reports are due to district office in May and then to ICCB.
- Liaisons may be asked to read and review the revised reports
- This process will be more fully owned by the General Body next year.

Feedback on Program Review – Open suggestions
- Should be in 2 sessions – Response: that is the normal pattern, this year was an exception.
- The general quality of the presentations was much improved this year. Thank you to Dean Atkins for the support sessions
- The feedback rubric doesn't exactly match the PowerPoint deck provided to presenters. Propose edits to fix this.
- Align the PowerPoint to the report template. Then make the rubric match up.
- Chances to the PowerPoint decks should be discussed first with Dr. Nichols
- The General body meeting before program review should include a brief discussion and training on the rubrics.

- **Item 2: Common Assessment Status and Comments**
  Dr. Wells
- Providing examples to Media & Visual Communications helped people know they weren't recreating the wheel
- An pre-test/midterm/post- test was created covering the SLOs that will be deployed using each courses' discrete SLOs to allow measurement across the department.
- Encourage use of assessment tools already in use. Give examples to faculty, scaffold the task, and provide differentiated help.

- Sit down one-on-one if possible.

Professor Thompson-Watson
- Update: all goal sheets are in.
- There are a number of courses that are only taught by a single faculty member so the focus there is on follow-up on what assessment tool was used.
- Suggestion from Dean Dawson to use a pre/post test

Dr. Kazarinov
- Chemistry and physical sciences already had an assessment plan.
- Physics and environmental technology are not taught consistently at KKC and there was no established procedure
- There was some difficulty with the physical science test since it was built for Blackboard and must be rebuilt for the new platform.

Prof. Wilson
- Goal sheet and common assessment complete. Next step is collect and analyze data.
- Picked a topic that is taught somewhat late in the semester. Possibly the department will create a common assessment for a topic taught earlier.

- Dr. Carlson reviewed the Data Reporting Form and requested feedback. No immediate feedback was provided, but the form will be emailed to all faculty assessment liaisons for further review.

- **Item 3: What is the Assessment Committee General Body and why Should We Attend?**
- We need a shift. It should be faculty inclusive. It should be well attended by faculty and staff so that everyone is well-informed across disciplines and departments
- Now is a good time to suggest people who you think might be an asset to the general body.
- People are already assessing but many don't really know that they're doing it.
- If we don't make it routine, it feels overwhelming. Instead it should be something we're already doing and we just input the data. Just get into a routine and it'll be easier. For Co-curricular and Auxillary as well.

- **Action Items/Next Steps**

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Continue collection efforts; work with departments to ensure data is collected and reported on.	**Liaisons**	
Email a copy of the Data Report form to liaisons	**Dr. Carlson**	**04/05/19**

- **NEXT MEETING = Fall Semester**