



Lincoln Land Community College

Academic Assessment Team Meeting Agenda

Meeting Date: January 23, 2017	Location: Stephens Room
Meeting Time: 3:30 p.m.	Chair: Carmen Allen
Purpose: Monthly Meeting	Preparation: Please review required materials
Required Materials: January 2017 agenda	
Membership: Sharon Cheek, Jason Dockter, Brian Early, Elaine Guthals, Wendy Howerter, Tricia Kujawa, David Leitner, Cynthia Maskey, Katie McAfee, Jennie O'Malley, Ryan Roberts, Colin Suchland, and Cindy Smock. Student member: Jonathan Davis	
Absent: Victor Broderick, Richard Monke, Adrienne Range, Cody Ross	
Non-Voting Attendee: Eileen Tepatti	
Support Staff: Pam Daniel	

Item	Time	Desired Outcomes
1. Additions/Changes and Approval of January 2017 Agenda	2 Minutes	Motion to Pass
2. Assessment Team Workgroup Reports (Carmen) <ul style="list-style-type: none"> • Technology Package (Colin) • Training (Jennie) • Assessment Website (Carmen and Sharon) • Assessment Philosophy (David) 	15 minutes	Informational
3. Steering Workgroup Report (Jennie) <ul style="list-style-type: none"> • GEAR • Program and Course Feedback 	15 Minutes	Informational
4. Office of Academic Effectiveness Report (Jennie and Elaine) <ul style="list-style-type: none"> • Assessment Proficiency Program • Pilot Program • Academic Quality Discussion • Assessment Fair 	15 Minutes	Informational
5. Additional Items	5 Minutes	Informational
6. Next Meeting February 20 th at 3:30	1 Minute	Informational

Additions/Changes and Approval of January 2017 Agenda

Jennie O'Malley moved, Colin Suchland seconded. All approved

Assessment Team Workgroup Reports (Carmen)

- **Technology** (Colin) - dates have been set for technology demonstrations: on 1/30 at 3pm there will be a remote demo of TK20 in technology room Sangamon 0119 – it should last about 90 minutes. The capability or product is expanding, beyond course and program assessment. Presenters will demonstrate TK20 tools which can be used for juried assessment of general education outcomes (like GEAR) and program development – choose from cafeteria selection of products. Additional cost is to be expected. Wendy recommended that we document the feedback, and invite individuals representing nursing, in particular, to review the products. She also recommended that an RFP should go out, to get their promises in writing.

If we seriously consider this product, TK20 would come and deliver face-to-face presentation.

Colin also met with AFIS, whose selection of products are not as fully developed as TK20. They do offer custom builds of their product. The demo is on Mon 2/6 at 2pm in Sangamon 0119.

A calendar invitation will be sent to all members of the assessment team –. Attendees should keep in mind what they want in an assessment tool.

- **Training** (Jennie) – a meeting will be held in February, for review of the training materials already developed in Blackboard for the Assessment Proficiency Program and the pilot group in preparation for professional development.
One additional faulty member is needed, to join Jennie, Elaine and Brian.
- **Assessment Website** (Carmen and Sharon) – Cindy agreed to join subgroup. The update will be made by February 15th, so that when the Systems Portfolio is sent out the information is correct. Links and information to be updated have been gathered; Carmen and Sharon will be meeting with Jennie to ensure the website contains the needed information.
- **Assessment Mission Statement (Philosophy)** (David) – the Workgroup presented a recommendation for a mission statement, taken from the Assessment team bylaws:

“The mission of the academic assessment team is to promote continuous improvement of college learning through the use of assessment data. “

Colin moved to accept, Sharon seconded. All voted yes

- **Steering Workgroup Report** (Jennie & Elaine)
 - **GEAR-** the Fall Cultural/global results are now finalized in the systems portfolio. Jennie will be compiling results and feedback provided by the scorers on that day. This will be presented at our Feb meeting. After the information is presented to this group, the participating faculty will be contacted with the aggregated scores, their personal scores and the feedback specifically given on their submitted projects.

For Spring, we will be assessing, Information Fluency and Quantitative/Scientific Reasoning. In order to make the process run more smoothly for participating faculty, we will be meeting with faculty on Feb 3rd, to walk them through the process (in general), and ensure that artifacts meet the criteria selected. Faculty are encouraged to bring an appropriate assignment(s) with them to the meeting, where worktime is scheduled during the meeting to help them apply criteria to their project and start filling out the paperwork. We aim to ensure that the supporting documents are included and contain the information that is needed for scoring. The hope is to prevent assignments that don't meet the criteria from being selected and to avoid repeat of past challenges. Preparing the faculty is important for participating in the process. Ideally, this type of training will take place each Fall semester, during Professional Development Day.

- **Program and Course Feedback** - DACs and Deans are working on getting feedback to the Programs. They are going through the PASRs, Program Mission Statements, Curriculum Maps and any other program assessment materials and completing the Program Assessment Matrix. The goal is to get feedback to faculty in mid-February. Elaine and DACs are discussing the Course Assessment Matrix, and preparing to score the 51 submitted CASR forms – where teams will score the CASRs. Blackboard is being used to facilitate discussion.

- **Office of Academic Effectiveness Report** (Jennie and Elaine)
 - **Assessment Proficiency Program** – Participants have turned in their course reports on their first round of course assessment that they did in Fall 2016. Feedback will be provided using the course matrix; Participants will be asked to provide feedback on the process. Then the group will start on their second round of course assessments, so that they will have gone through the process twice by the end of the school year.
 - **Pilot Program** – Participants have also completed their first round of course assessment using the new process. They will move forward and complete program assessment, as recruiting a new team is being discussed.
 - **Academic Quality Discussion** – We are continue to have discussions about the definition of academic quality, and this assessment goal concerns some faculty. An Academic Standards workgroup will be requested to address the process, as well as other methods to engage faculty in the discussion. Assessment is needed to ensure quality, and to learn at what level students are learning. An open forum during Professional Development Day may be helpful. A discussion and training to determine benchmarks and targets would be helpful.

- **Assessment Fair** - Six attendees are approved to attend the Assessment Fair on 2/24 at PSC, 6 are approved to go. We will be leaving at 4:30 am for an 8 am start time. An email to determine who wants to go will be sent out; let Jennie know if you are interested inattending. <http://prairiestate.edu/academics/assessment-fair.aspx>

- **Additional Items** - OAE conducted a retreat and developed a mission statement, vision statement and operation plan. They are:
 - **OAE Mission statement** – to lead, support and communicated sustainable processes integral to the continuous improvement of teaching and learning. We will accomplish this by being the resource for faculty and staff to investigate and complete curriculum development, assessment and program review processes.
 - **OAE Vision statement** – the Office of Academic Effectiveness aspires to provide and integrated, effective staff who performs our mission with dedication through effective teamwork and sharing responsibility for effective curriculum development, assessment and a program review processes. Office staff encourage and supports faculty and staff to engage in ongoing and reflective institutional planning, which includes involvement of its audiences and community.
 - **Operation plan** - we will be implementing a newsletter to communicate with the faculty, and plan to deliver it in a format that encourages discussion and feedback. Colin thinks it should be a blog, so that it is easy for people to provide feedback. Having something interactive, and digital will allow information to be shared easily.

OAE website - the assessment page on the website will be separate from the OAE, but further discussion is needed. Carmen believes that they should reference each other.

Program and course outcomes went out for audit by faculty. We need to know what is correct, and what needs to be changed in CurricUNET. Outcomes will be in Blackboard. All are due 2/10.

Blackboard Goals - a discussion about use of Blackboard across campus ensued. It may get to the point, that if faculty are not involved with Blackboard they will not be able to be involved in assessment efforts. The overall message is that assessment should become part of the teaching routine. It is recommended that we offer a Blackboard session during the Fall Professional Development Day.

Topics for future discussion - Colin suggested that we discuss assessment methodology at the course level, including how we evaluate data once it's been gathered. Recommended length: 20-25 minutes

Meeting concluded: 4:20pm

Future Meeting Dates:

February 20

March 20

April 17

May 8