

## ***Assessment of Student Learning Committee***

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**Sept. 13, 2018 - 2:00 pm**

**VPAA Meeting Room**

### **Minutes**

I. Call To Order **2:03pm**

Members present: Angela Church (Faculty Senate), Linda Goeller, Sheila Morris (Student Services), Jessica Isaacs (LAH), Tammy Kasterke (BE), Melanie Rinehart (Fiscal Affairs), Sam Rivera (SS), Jarrod Tollett (STEM), Valarie Watts (HS)

II. Vote to Approve, or not, the Minutes from April 18, 2018 Meeting **APPROVED**

III. Announcements

A. Assessment Presentations to Faculty Senate

- September (volunteer – Christal Knowles) **APPROVED**
- October
- November
- January
- February
- March

B. Assessment Action Agenda

- Establish minimum thresholds and goals for achievement of GEO's
- Establish mechanism for focused long-term improvements when thresholds not met.
- Define co-curricular courses and create method to assess courses meeting this definition. (Ideas suggested include PLC, Global Studies, Practicums, Performance Techniques, Lifeguarding, Business Leadership)
- Update Student Feedback on Online Instruction to reflect Quality Matters standards such as the promotion of an environment of respect and concern for student success in conjunction with the Distance Education Committee.
- Update assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.

IV. Old Business:

A. Syllabus Template of SSC Common Information

- Requesting approval from AC.

**Committee requested new input. This is still a desire of the faculty. Questions to address:**

**Could we put this on mySSCOK?**

**Could we do this during enrollment?**

**Out of the syllabus, what is required?**

**If instructors understand that they must go over the syllabus, could we put the common material in a central location for access such as on the first page of Brightspace or on mySSCOK?**

V. New Business

A. Consider adding the following item to the Assessment Action Agenda for 2018-19.

- Fully vet and cross check the assessment procedures and processes with the Higher Learning Commission criteria in preparation for accreditation. **APPROVED.**

**Note: Jessica Isaacs will lead us on this endeavor beginning with the November ASLC meeting.**

B. General Education Outcomes Matrix.

- **Each division representative will report back with information lacking in the General Education Outcomes Matrix.**

C. Degree Program Assessments, Evaluations, Reviews.

- **Explained process and asked for members to check with Division Chairs about progress in these documents. They are due by October 15<sup>th</sup>.**

D. Creation of Notebook for each Division Office to empower members to own embrace the assessment process including the use of the results. **Waiting results.**

E. Educating faculty on Course Embedded Assessment.

- **Request in-service in January to train faculty on assessment process.**

F. 2017-18 General Education Evaluation.

- **Presented for examination. Will vote on at next meeting.**
- **Comment made about student safety in dorms. Committee members concerned about low percentage of students who consider dorms safe.**
- **Members would like copy of Graduate Exit Survey comments with names removed.**
- **Request that Graduate Exit Survey be required as part of diploma application not as part of graduation exercise process. (Participation is not required.)**

VI. Adjournment **Approved**