

Assessment of Student Learning Committee

Mar. 12, 2019 - 2:00 pm

VPAA Meeting Room

Minutes

I. Call To Order

Members: Angela Church (Faculty Senate), Linda Goeller, Sheila Morris (Student Services), Tammy Kasterke (BE), Melanie Rinehart (Fiscal Affairs), Sam Rivera (SS), Jarrod Tollett (STEM), John Bolander (guest for CEA-LAH)

II. Vote to Approve, or not, the Minutes from Feb. 12 meeting

III. Announcements

A. Assessment Presentations to Faculty Senate

- April - Newsletter

B. Assessment Action Agenda

- Establish minimum thresholds and goals for achievement of General Education Outcome Course Embedded Assessment (completed Feb. 12, 2019)
- Establish mechanism for focused long-term improvements when thresholds not met. (Completed March 12, 2019)
- 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) (Completed Feb. 12, 2019)
- 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. (In progress)
- Fully vet and cross check the assessment procedures and processes with the Higher Learning Commission criteria in preparation for accreditation. (Completed fall 2019)

C. Assessment Committee Member Role –

- Role of Assessment Committee Members:
To disseminate information, encourage others to meet assessment goals, educate divisions on assessment issues, and bring division concerns to ASLC. The Assessment of Student Learning Committee represents assessment on the SSC campus.

D. Changes in Degree Program Review - handout

IV. Old Business:

A. Syllabus Template of SSC Common Information

Template possibly in place soon.

B. Creation of Notebook for each Division Office to empower members to own and embrace the assessment process including the use of the results. **Next Meeting**

C. General Education Outcomes Matrix.

We need to know which Gen Ed Outcomes these courses assess, and we will be finished with this.

<u>BA</u>	<u>1423</u>	<u>International Business</u>
<u>BA</u>	<u>2413</u>	<u>Business Law</u>
<u>BA</u>	<u>2423</u>	<u>Business Ethics</u>
<u>CAP</u>	<u>1103</u>	<u>Introduction to Microsoft Office</u>
<u>CAP</u>	<u>2103</u>	<u>Advanced Microsoft Word</u>
<u>CS</u>	<u>1313</u>	<u>Programming in Java</u>
<u>CS</u>	<u>2023</u>	<u>Programming in C++ II</u>
<u>GOV</u>	<u>1303</u>	<u>State and Local Government</u>
<u>GOV</u>	<u>2013</u>	<u>Introduction to International Relations</u>
<u>HPER</u>	<u>2233</u>	<u>Care & Prevention of Athletic Injuries</u>
<u>HPER</u>	<u>2413</u>	<u>Applied Anatomy</u>
<u>HIST</u>	<u>1223</u>	<u>History of Native Americans to 1890</u>
<u>HIST</u>	<u>1243</u>	<u>History of Native Americans since 1890</u>
<u>HIST</u>	<u>2113</u>	<u>The American West</u>
<u>HIST</u>	<u>2203</u>	<u>Native American History and Policy</u>
<u>SOC</u>	<u>2273</u>	<u>Introduction to Social Work</u>

D. Discuss Action Agenda Item:

Establish mechanism for focused long-term improvements with thresholds not met.

When preset thresholds for General Education Outcome Course Embedded Assessments are not met, the Coordinator of Assessment will inform Division Chairs, Department Committee, and other Key Personnel to begin the process of improvement. These stakeholders will

- 1. Analyze the individual components in the area needing improvement.**
- 2. Identify issues needing improvement.**
- 3. Develop an action plan.**
- 4. Present the plan for approval to the Assessment of Student Learning Committee. - Approved.**

E. Staff and Faculty Satisfaction Surveys reviewed; awaiting feedback; approved by Administrative Council – **Send surveys first week of April. Ask President Reynolds for an email introducing the survey. – Approved.**

V. Adjournment -**Approved. 2:25**