

Assessment of Student Learning Committee

April 23, 2020 - 2:00 pm

Zoom

Minutes

I. Call To Order – **2:01p.m.**

Members: Chunfu Cheng (Faculty Senate), Linda Goeller, , Jessica Isaacs (HLC), Tammy Kasterke (BE), Sam Rivera (SS), Jarrod Tollett (STEM), Noble Jobe (HS), John Bolander (LAH)

II. Vote to Approve, or not, the Minutes from February Meeting - **Approved**

III. Announcements

A. Faculty Senate Presentations

- April 27 – **Remind instructors about Spring assessments**

B. Action Agenda for 2019-20

- Continue process of educating the SSC campus about assessment.
- Create fall and spring Assessment Newsletters
- Develop an assessment orientation for new employees.
- Develop a campus wide assessment process for institutional assessment.
- Update assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.

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.

IV. Old Business:

A. Syllabus Template of SSC Common Information

- Update – ticket submitted to Teresa – **Check with Teresa to see where the Template of SSC Common Information will be placed.**

B. We need to have Institutional Assessment. We need to know if this will be our responsibility or if it will be up to someone else. How will the Strategic Plan be assessed?

- Report from IAC

C. Continue process of educating the SSC campus about assessment.

D. ALCA – software for assessment – put into AA budget

- Gary Sackett
- Oklahoma Business
- Personalized to meet our needs
- Cost effective

E. Placement Criteria - Multiple Measures – approved at OSRHE Feb. Board Meeting

F. Develop an assessment orientation for new employees – develop an IE and ASL orientation for new employees. Assessment diplomas awarded to all participants with all employees completing the orientation with the inaugural event. – **We discussed that we would like to create modules for each area and place them on the Institutional Effectiveness Webpage and also on MySSCOK. We still want HR to have new employees go through the modules. When creating the modules (presentations), we want to consider why we do the assessments, who has to do the different assessments, when we should perform the assessments, where we submit our data, and how we use the assessments. At our next meeting we will determine the responsibilities of the committee members in this endeavor.**

- **What** should we include in this?

1. Online as Powerpoints with links
2. Request to have under HR as employees would complete modules specific to their needs.
3. Consider how different subgroups will do this
4. Suggestions for different groups on campus
 - a. FA
 - b. AA
 - c. Faculty
 - d. Staff
 - e. SS
 - f. Athletics
 - g. Grants

5. **When** should we roll this out?

G. Satisfaction surveys – report on request to have them annually. – **We will be look at the time frame that other colleges use to determine an appropriate**

schedule for these surveys.

V. New Business

A. Action Agenda for 2020-21 - **Approved**

- Continue process of educating the SSC campus about assessment.
- Create fall and spring Assessment Newsletters
- Plan for January professional development to meet the needs of the campus community, if requested.
- Develop an assessment orientation for new employees.
- Continue developing a campus wide assessment process for institutional assessment.
- Attend HLC Conference in preparation for next phase of providing a meaningful and productive educational experience.
- Develop cocurricular assessment plans.
- Update assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.

B. 2020-21 Assessment of Student Learning Procedures- **We went over changes in the document and discussed the changes to our transitional education testing.**

C. Student Feedback on Instruction in process -**Request was made to extend the survey time period.**

D. Co-curricular definition: Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. Examples: Study abroad, student-faculty research experiences, serving learning, professional clubs or organizations, athletics, honor societies, career services, etc – **Assignment given of researching co-curricular plans used at other schools to create a template or pattern for our co-curricular education. We will discuss this at the next meeting.**

E. Assessment for spring semester only on courses not assessed in the fall.

F. Set date for one more meeting.**May 19, 2020 2:00pm**

VI. Adjournment - **2:50pm**

VII. **Email mtg. 4/28/20 – ALCA - approved**

