

Assessment Committee Meeting Minutes

Date: March 11, 2014

Location: GTA 128 (Elko) and GBC 114 (Ely)

Committee Members in Attendance: Marcus Babaoye, Darius Cooper, Frank Daniels, Dave Douglas, Jonathan Foster, Rick Mackey, Laura Pike

Call to order at 1:00 pm

1. Committee members submitted evaluations of completed course assessment forms for 2012-2013.

Rick Mackey will compile data from evaluations for annual report.

2. Committee discussed evaluations of completed course assessment forms for 2012-2013. Based on common themes that emerged from this discussion, the committee began the process of developing recommendations to include in annual report. Common issues noticed by committee members in their evaluation of the completed assessment forms included:

- Inconsistent reporting of measurement data and detail to support assessment conclusions
- Inconsistent development of measurable outcomes
- More reflection and emphasis on action plans needed
- Criterion for achievement often missing
- Tendency to assess only some outcomes listed on syllabus

Jonathan Foster will produce a preliminary list of recommendations based on this discussion and data from evaluations of completed course assessment forms. These recommendations will be forwarded to the committee for revision and addition. The approved list of recommendations will be included in the annual report.

3. Committee discussed revisions to proposed procedure for assessing courses taught only by adjunct instructors.

Rick reported on the response to proposed procedures at February's meeting of Executive Committee. As the response was not favorable, the previously proposed procedures were significantly revised. The committee approved the following revised version:

2.0 Adjunct Faculty Responsibility

Adjunct faculty will complete Course Assessment Report Forms only for courses that are not offered by full-time faculty. At a minimum, courses will be assessed following their initial offering and on a five-year rotation thereafter; departments will be responsible for deciding on the rotation.

The committee agreed that the revised procedure should be discussed with the adjunct committee. The committee hopes to bring this procedure before Executive

Committee and Faculty Senate in April.

Meeting adjourned at 2:10 pm