

**Missouri State University – West Plains - Assessment Committee Meeting**

**October 6, 2016  
1:00-2:00 PM Room Lybyer 208**

**Minutes**

**I. Call to Order**

**II. Roll Call by the Chair:**

Amy Ackerson, Alex Graham, Phil Howerton, Michelle Kwon, Jason McCollom, Dasha Russell, Jacob Poulette, and Linda Risner in attendance

**III. Approval of the Agenda and Minutes of the Last Meeting**

Approved by consent

**IV. Old Business**

**A. Update on course assessment by program**

Amy Ackerson is working to discuss how to best assess for the General Education Program. She's met with the English, Computer Graphics and Programming, Child and Family Development and Respiratory Care department heads so far. The goal is to help faculty with creating one useable course assessment, easily created in Chalk and Wire, so all faculty are doing something similar and yet meeting their departmental assessment needs.

**B. Program Review of CFD and RC**

Not discussed at this meeting

**C. #PROJECT/Chalk and Wire**

- 1) Brenda Smith found a form from Coordinating Board of Higher Education (which is part of the Missouri Department of Higher Education) for program review that closes the loop and that will be uploaded to Chalk and Wire soon.
- 2) MDHE has program outcomes we can cadge, especially from MSU-Springfield.

## V. New Business (Time Sensitive)

### A. Committee

#### 1. Where are we? Where are we going? How do we get there?

##### a) Opportunities

##### (1) Program Review schedule

- A) Amy Ackerson also created a shell in Chalk and Wire for the General Education Program Review. She grouped programs in Chalk and Wire so it was easier and reorganized the program review so the most important was done first and the new programs are at the bottom so they have time to collect data. Amy meets with Jay Towell, Judy Carr and Ben Wheeler in the next week to discuss program review.
- B) Amy Ackerson is also creating an assessment loop with due dates for program review.

##### (2) Graduate Portfolio:

- A) Requirements: Amy brought forth the idea that we need to review guidelines with an eye to each faculty creating at least one assignment to be included in the portfolio for each class, and asking students to upload that as part of the class. There was discussion of a Blackboard plug in that will talk to Chalk and Wire to make that easy. Jason McCollom, Phil Howerton, Jacob Poulette, and Dasha Russel are working on new portfolio guidelines for approval at the November 11 meeting.
- B) Assessment rubric: Discussion about improving the Portfolio grading rubric to be more robust than yes or no to more of a 1-4 Likert Scale.

The Capstone committee said they need portfolio guidelines that fit the technology side: not requiring four different disciplines because sometimes a program will only include classes in that field, not a general education.

## **VI. Adjournment**