

ASSESSMENT COMMITTEE MINUTES

Dec 2, 2016

1:00-2:00

In attendance: Jason McCollom, Amy Ackerson, Dasha Russell, Phillip Howerton, Linda Risner, Benjamin Wheeler, Brenda Smith, Jacob Poulette, Alexandra Graham

- I. Approval of minutes
- II. Approval of agenda: No agenda to approve
- III. Program Review Handbook is currently out to Faculty Senate for evaluation and approval.
- IV. Respiratory Care Program Review: We will re-review the program next semester. Respiratory Care has been put on the cutting block due to low enrollment.
- V. General Education Portfolio Recommendations—the actual document needs to be revised according to new guidelines.
 - a. Amy Ackerson said she will rewrite the guidelines for students
 - b. Jason McCollom will rewrite guidelines for faculty
- VI. Amy asked department chairs and division chairs for number of full time and part time course assessments
 - a. Discussion about what to ask per course faculty to do at a minimum: Phil Howerton asked to draft the template email and then send to department chairs and division chairs to send out to their per course faculty. The rate of return for course assessments: 100% FT faculty and 70% PT faculty.
 - i. How many students started/ended
 - ii. How many earned a passing grade, how many D, F, Ws
 - iii. What would you do differently?
 - iv. Budget allotments that would be helpful
- VII. Spring Professional Development
 - a. Assessment meeting will focus on syllabus and course objectives
 - b. Brenda Smith made a motion to have the Springfield Faculty Center for Teaching and Learning come to WP for teaching us how to do course objectives assessment. Jason McCollom seconded.
 - i. Discussion of cost of travel and who would pay for that.
- VIII. Course assessment reminders for Fall 2016: We should do our course assessments.
- IX. Adjourn