

College Assessment Oversight Committee
2016-2017 Meeting #1
Minutes
October 6, 2016 2:00 p.m.

Attending: Dr. Yuleinys Castillo, Dr. Chrissy Cross, Dr. Rachel Jumper, Dr. Chay Runnels (for Dr. Lisa Mize), Dr. Jannah Nerren, Dr. Chris Sams, Dr. Christina Sinclair, Dr. George Willey, Dr. Tingting Xu

Guests: Mr. John Calahan, Interim Director Office of Student Learning and Institutional Assessment (OSLIA); Dr. Paul Henley, Assistant Director OSLIA

Not Attending: Dr. Deborah Buswell, Ms. Karyn Hall, Dr. Suzanne Maniss, Dr. Claudia Whitley

- Dr. Nerren welcomed the group and discussed the following:
 - Reported the committee accomplishments from 2015-2016 and suggested that the group build on these for the 2016-2017 AY.
 - Successfully reviewed all SACS reports in TracDat and made explicit recommendations to report writers
 - Followed-up on recommendations for revisions to TracDat; formalized this process
 - Produced exemplars of SACS reports for the Office of Student Learning and Institutional Effectiveness
 - Made recommendations to OSLIA regarding the evaluation rubric
- Dr. Nerren thanked the guests from OSLIA for attending the meeting.

Discussion with OSLIA included:

 - Leadership changes
 - Rubric revision and usage
 - It was discussed that the rubric is more of a “checklist” than an actual scoring rubric.
 - It was determined that the rubric in its current form may have outlived its usefulness and that it be revisited.
 - Discussion around using the rubric only as a guide to evaluate program reports was helpful. The rubric can be used to create a more user-friendly report for program coordinators.
 - The CAOC decided to use the rubric as a guide but would provide program coordinators with a summary report and a personal phone call or visit to discuss recommendations.
 - From the OSLIA leadership:
 - An action plan is not necessary if an objective has been met.
 - If an objective has NOT been met, a sufficient action plan is necessary.

- If an objective has been assessed many times, there is no need to continue to assess the objective itself, but rather the outcomes.
 - It is acceptable for an objective to NOT be met.
- Timeline for review
 - The CAOC will follow the recommended schedule provided by the OSLIA. Reports are due October 15 and the CAOC will begin review immediately after.
- The process for review was discussed. It was determined that:
 - The CAOC has requested that the OSLIA investigate the possibility of TracDat running a report that will indicate which programs have new objectives or assessment methods for the 2015-2016 AY reports.
 - Dr. Nerren will create a master list of all program reports and disperse those equally amongst committee members.
 - Reports with new objectives or assessment methods will be more intensively reviewed.
 - Results for all reports will be reviewed.
 - Additionally, the guests from
- Other discussion:
 - The vision of the OSLIA as a repository for data and a support for faculty as a consulting service was discussed.
 - The need for developing a “culture of continuous improvement” was discussed.
 - The opinion that past reporting and assessing has been “meaningless” when faculty did not have input into the objectives being measured.
 - The opinion was put forth that SACS will respect our process for assessment provided that we partake in it “legitimately.”

Meeting Adjourned at 3:20 p.m.