

Assessment Committee

Meeting Notes

December 4, 2018

8am-9am in AS 112

Objective: Provide support, resources, and opportunities for faculty, staff, students, and administrators to discuss, conduct, and share thorough, thoughtful, critical analysis and reflection of student learning, services, and business practices provided at Arizona Western College, and to encourage students to become agents in their own learning.

Today's Discussion

- Assessment Committee Chair will report on meeting with Dr. Linda Elliott-Nelson (Dr. Corr)
 - We are a recommending committee
 - Recommend adding additional duties to the Job description and Faculty handbook:
 - Document evidence of student learning by completing course or academic program assessment plans in the institution's assessment software/application annually. Statement revised to include schedule of recurrence.
 - Changes recommended by the committee are encouraged to go through Faculty Senate to exemplify shared governance
 - Faculty will receive a copy of the **updated** job description that includes assessment as part of their listed duties at the same time they receive their Continuation of Employment
 - We can recommend to distribute earlier in the spring semester
 - **Martha and or Angel will also discuss this job description clarification at the next Faculty Senate meeting**
 - **Committee suggested a similar assessment item also be added to Classified and PA job descriptions**
 - **Committee recommends a meeting with President's Cabinet to add the assessment responsibility to all employee job descriptions.**
 - The committee will have a couple of minutes at the Start-Up Meeting in January to express the importance of assessment and more specifically documenting evidence of assessment
 - **Each faculty committee member should arrange for 15-20 minutes at their division startup meetings to discuss the value and need for doing assessment**
- Tim Smith will report on the Appraisal Committee's view of including documentation of assessment in the institution's assessment software/application as part of their faculty appraisal evaluation - **The Faculty Appraisal Committee is discussing adding an assessment item to the faculty appraisal form; Tim will have more information at our next meeting**
- Members can present goals that the committee can focus on (and achieve) in the spring of 2019
 - **Before the Committee set goals, the group engaged in a discussion of both the objective of the Committee and the fact that the Committee is a recommending body but not an authoritative body. There is concern from several members of the Committee that individuals will not participate in assessment if there are no consequences for a lack of participating. There was also concern that even if**

assessment participation was added to faculty appraisals that faculty still would not submit assessment plans on a regular basis.

- **Goal 1:** The Committee recommends the President and Vice President's attend an Assessment Committee meeting so the group can express their concerns with a lack of participation in assessment and the perception that nothing will improve unless the upper levels of the Administration enforce change.
- **Goal 2:** The Committee should develop 'back to the basics' assessment documents to help faculty and staff develop their assessment plans on paper first, before entry into Tk20. 1.5 hour work session on January 9, 2019
- **Goal 3:** Have Committee members present how they do assessment to a different Academic Division or Department for faculty and staff to hear from someone who may have a different view or approach on assessment.
- **Goal 4:** Have Committee meeting dedicated to having members share with each other how they do assessment (present former assessment plans). 1 hour work session on January 9, 2019
- **Goal 5:** Ask Academic Divisions and Departments to hold one or more assessment work sessions during regularly scheduled division or department meeting times.
- **Goal 6:** Hold an assessment work session during PDD.
- Members can brainstorm on information we can present at our own divisions / departments at the Start-up meeting (meets Goal 2 above)
 - Draft a document that explains what assessment is and what is not? (Document will be available for everyone at the All-Faculty Start-up meeting in January.)
 - Draft a user-friendly assessment document to assist on the documentation of assessment process and results.

Other discussions

- Sarah would like the College to invest in a pilot of Campus Labs Chalk & Wire ePortfolio application. Neither the Committee nor the Assessment Office has funding to cover the cost so the Assessment Office will draft a proposal to the President to obtain the funding.

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To-do for next meeting

- Set your schedules in your Outlook calendars so the spring meetings can be scheduled

Next meeting

- Wednesday, January 9th, 2.5 hour work session
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