

**Assessment Committee**  
**Meeting Notes**  
January 10, 2018  
9am-11:30am 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 Meeting**

- Assessment Committee members will share assessment plans with the group (bring copies to share or pull up past reports in Tk20). *Due to issues with technology in the classroom, this activity will take place at a future meeting.*
- Tim Smith will demonstrate how to collect assessment of learning outcomes in Blackboard. *Due to issues with technology in the classroom, this activity will take place at a future meeting.*
- The Assessment and Program Review Office will share feedback received via the new 'Provide Feedback' feature on their department website. *Shared one due to time. More will be shared at a future meeting.*
- Assessment Committee Chair will submit requests for the following statement to be added to faculty responsibilities as well as to the Faculty Handbook. *Dr. Corr approved the addition of the statement to job descriptions; agrees a question concerning assessment activities/knowledge be included in interviews. Chair presented the statement to the Faculty Senate as well as a request that it be included in the Faculty Handbook.*

*Document evidence of student learning by completing course and or academic program assessment plans in the institution's assessment software/application annually.*

- Draft a handout for distribution on Friday at the faculty start-up meeting.
  - What assessment **is**.
  - What assessment **is not**.

*After a discussion of what assessment is and is not, it was determined, that assessment is not just grades and assessment is:*

- conducting a needs assessment (gathering baseline data and diagnostic testing)
  - identifying program objectives
  - creating metrics
    - test the tests
    - artifact collection
    - analyze the results
  - Using the results in a productive manner
    - What were the wrong answers?
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- What were the patterns or discriminating items?
- How do they compare to the benchmark set by the college? By Faculty?
- Close the loop- make improvements

The committee agreed more must be done to educate the faculty and staff at AWC on assessment. There was a proposal to create assessment courses (an introduction course, and intermediate course, and an advanced assessment course) that could be taught by assessment experts and have at least the introductory course offered to/required of faculty and staff at AWC.

The Chair will distribute the short statement from Academy of Criminal Justice Sciences, <https://www.acjs.org/page/WhatIsAssessment> , regarding what assessment is and is not as well as provide copies to the DC's of the Nine Principles of Assessment.

- Discussion with Dr. Corr about assessment at AWC
  - Concerns/Questions
    - Committee members expressed their concerns regarding a lack of faculty and staff documenting assessment in their areas as well as a need for some type of consequence if the documentation of assessment is not completed.
    - What if faculty and staff do not document assessment?

Dr. Corr acknowledged the challenges with assessment and assured the committee that AWC is not unique in its struggle when it comes to documenting assessment. Dr. Corr suggested the institution take a supportive approach to move assessment forward. He suggested the Assessment Committee decide what the next assessment tool/application maybe once the contract with Tk20 expires in September 2020 as well as provide support for inputting assessment data into Tk20 for those who need assistance with that application. Dr. Corr did emphasize the input support should be temporary until a new application or tool is implemented and faculty and staff are trained to use the new tool on their own.

When individuals fail to document assessment, supervisors should work with the individuals to identify what is preventing them from documenting their assessment and develop a strategy to help them meet their position responsibilities. Dr. Corr suggested the committee consider developing assessment peers or mentors, to educate faculty and staff on assessment and how to use the assessment application. The committee shared with Dr. Corr that AWC did have assessment coaches for two years but the return on investment was low due to a lack of faculty asking for/accepting help from the coaches. One other method the Assessment Office tried was paying adjunct faculty a stipend for completing assessment plans. The pilot was received well by adjunct faculty but was only offered one year. Dr. Corr suggested the committee consider bringing back that incentive to help create a culture of assessment in AWC's adjunct faculty.

### **To-do for next meeting**

- Consider what duties and requirements should be included in a 'job description' for assessment coaches
  - Gather information to develop basic assessment documents to educate faculty and staff on assessment
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**Goals met to date:**

- Met with Dr. Corr to discuss committee concerns and plans moving forward
- Develop statement of documenting assessment and received President's approval to include in job descriptions

**Good of the Order**

- Chair will have 1.5 minutes to discuss assessment at the faculty start-up meeting
- E-portfolio pilot will be more costly than anticipated, no decision yet on whether or not this will move forward

**Next meeting**

- February 12<sup>th</sup>
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