

## Assessment Committee

### Meeting Notes

November 6, 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

- **Review committee Goals, membership requirements, and structure**
    - Each member of the committee will be charged in some way to support the committee goals and help see those goals through to completion
    - Although not discussed during the meeting, each member is required to read the membership requirements and if he/she wishes to remain on the committee, agrees to follow the committee 'job' requirements
  - **Review 2009 HLC report of site visit**
    - A couple of items were briefly mentioned during the meeting demonstrate an ongoing need to improve assessment efforts and the methods of assessment across the institution
    - Each member is charged with reading the report to better understand what AWC has and or has not addressed since the last HLC visit and the direction that should be taken in the future
  - **Review assessment plan data for past 10 years**
    - Committee discussed the low numbers of completed/submitted assessment plans as well as possible obstacles and excuses for a lack of completing and submitting plans
      - Assessment is viewed as 'just one more thing to do'
      - Some individuals do not understand the relevance of assessment
      - Some individuals do not understand what assessment is and what assessment is not
      - Many individuals are discouraged by the current assessment application
      - Assessment is conducted in a variety of ways across the institution and even within similar departments, leaving some individuals confused without a structure
      - Job descriptions do not or may not have specified that assessment must be conducted and reported on
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- **Review faculty job description**
  - Discussion regarding whether or not job descriptions that now include a general statement about conducting assessment apply to individuals who were hired and may not have that statement on their job description
- **Discuss ways in which the committee can help change the culture of assessment at AWC**
  - Committee members should act as assessment trainers; champions of assessment
  - Committee members should present their assessment efforts in a variety of workplace settings/meetings (division, department, semester startup, Professional Development Day), beginning with startup spring 2019
  - Submit a recommendation to change the language on faculty job descriptions and faculty handbook from a generic statement of conducting assessment to “Document evidence of student learning by completing course and or academic program assessment plans in the institution’s assessment software/application”
  - Committee should develop standard assessment models
  - Promote course alignment in Blackboard
- **Develop assessment goals for the 2018-2019 academic year- *moved to next meeting***

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

- Martha will meet with President Corr to discuss the authority of the Assessment Committee as well as expectations of the administration’s response when and if the Committee submits recommendations for changes in institutional documents and or processes.
- Each member should review the list of the committee’s overall goals and come with one or two goals (from the list or new) that the committee may achieve in the remainder of the 2018-2019 academic year.

#### **Next meeting**

- December 4<sup>th</sup>, 8-9am in AS 112
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