Student Academic Assessment Team Agenda
October 24, 2022
Founders Room

Chair: Mike McNally

Roll Call:

	Mindy Ashby	X	Darci Cather	X	Connie McGinnis
X	Amanda Hannan	X	Ian Nicolaides	X	Judith Dollins
	Dr. April Teske	X	Jamie Hickam	X	Dr. Ryan Thornsberry
X	Carrie Davis	X	Dr. Kristin Shelby		Chevis Thompson
	Christina Faulkner	X	Mike McNally		Cecilia Knight
X	Craig Bradley				

- Excused for PD or Conference: Mindy Ashby, Dr. April Teske, and Cecilia Knight

Agenda Items:

I. Call to Order

II. Approve Minutes of September 26, 2022

- Craig made the first and Ryan sectioned the motion to approve the previous meeting minutes.

III. Additions to the Agenda

- None

IV. Items for Discussion

- **Assessment Day**

- Mike emphasized that we have had Assessment Day for many years. The message was clear to newer employees that "you are not alone, plenty have done this before and could reference as needed." Assessment is faculty heavy for CCAF, but all employees have a role to play in the CQI documentation. This needs to be addressed so all employees recognize the importance of the day.
- Mike noted that the goal is to begin moving forward with creating a longitudinal study of assessment data. CQI and CCAF are both part of this.
- Did we send out survey? No, we did not. Darci suggested in future a survey is sent out the Tuesday after Assessment Day.
- Darci complimented Mike for a job well done for assessment day this year.
- In future, Mike wants to send out a CQI reminder in advance. Many entities could not complete their CQI on Assessment Day because people had documentation in their office, not on hand.

- **Review WEAVE CQI projects**
- Mike showed a CQI spreadsheet showing entity, contact person, and which CQIs had been completed (closed the loop) for previous years by campus entity. A suggestion was made to use a marker to show Incomplete, In Progress, or Complete within the spreadsheet. (Status options in WEAVE are Not Started, In Progress, Internal Review, and Complete.)
- Darci noted a discrepancy between WEAVE and the CQI - CQI states findings but WEAVE does not currently have an area for "findings." Can we modify headings in WEAVE? Headings do not match. Is there somewhere within WEAVE to build in a "findings" section? Mike will contact WEAVE for an answer.
- Craig asked about previous years. Some CQI lead people need to review previous projects and upload documentation into WEAVE. The goal is to review old projects but begin moving forward with FY23, then FY24 in early spring so CQI submissions are done ahead of the annual budget.
- Mike discussed empty shells and duplicate data and the need to delete some of those components. Darci requested projects begun but not completed remain in WEAVE. Mike requested input on ideas for improvements to Assessment Day and the CQI process.

- **Organizing Assessment Data**
    a. **John A. Logan College**
    b. **Lakeland College**
    c. **Lewis & Clark College**
- Reviewed data from JALC, Lakeland, and Lewis & Clark. JALC posted outdated info but are doing what we're doing ultimately. They have their Assessment Cycle posted, but Mike says we're too small to follow JALC

model (two years collecting, a one-year break, then review, evaluate and interpret the data for each assessment area or discipline). Kristin explained that it is important to take that time to reflect instead of getting caught up in just collecting data. That method allows for time to reflect and make decisions about professional development, justify budgets, etc.

- Lewis & Clark look at all data and a narrative that goes with it (written by instructors who assess a particular core competency). They take an average of the numbers using a rubric based on how students scored. It is compiled by the instructors themselves - what is and isn't working, strengths and weaknesses. The data shows where we are, where we are going, what we can improve on. This method may show how, after an intervention, what changes made a difference to student learning.
- Mike said that our lower scores are in writing related areas (Written Communication and Research and Information Literacy). It would be good for English instructors to take the lead on that to see what we can do to improve across all disciplines. They may do well in English, but it might not translate into other areas.
- Kristin discussed consideration of a standard form that provides more uniformity in assessment findings for the future.
- Mike met with IT to determine how to best pull data internally without using another 3rd party to do that. Kristin suggested asking WEAVE if that is an option. If not put in the right way, things are not reflected appropriately.
- Lake Land College has a "success stories" concept that provides a narrative of their assessment findings, how and why. Images, information with assessment, and narrative show how well they are doing.
- We are collecting information but what are we getting out of it? Once we are able to determine that, we can then show our assessment data in a more meaningful way.
- Craig suggested student workers pull data out and input. It would be helpful to also get some information into WEAVE from previous submission. Student workers = N/A for this FY.
- Kristin asked about how we are collecting data now? Mike described his process of showing 1 artifact from each area (exemplary, acceptable, developing, below expectation). Should we "Only assess what we receive" or include data for all students taking a class? If a student did not submit an assessed assignment, they did not meet the expectation. If the student gets a grade (turns it in), it should be counted, regardless of the grade. Mike will modify the CCAF so students not submitting assignments can be part of the data.

- **Spring 2023 Projects**
- What do we need to address?

- Program learning outcomes – have they been mapped?
- Student Workers need to be included in the budget CQI (FY24). CQIs need to be submitted before summer.
- Craig recommended short workshops to better understand certain parts, like budget components. In future, budget managers will review CQI requests/needs between November and January, with a possible further review in February. (See the CQI/Budget Cycle.)

V. New Business

- None

Adjournment

- Motion to adjourn made by Dr. Kristin Shelby, seconded by Craig Bradley.