Assessment Committee
Meeting Minutes: May 05, 2022 – 8:00 AM, via Zoom

In attendance: Ana Berrizbeitia, Kristin Santos, Greg Baker, Chris Penick, Morgan Bridge, Christie Sanders, Margaret Riley, Denita Weeks, Lisa Friel-Redifer

Not present: Elizabeth Sharp, Jill Van Brussel, Richard Scott, Rhema Zlaten, Adrian Herrera Escobar, Suzie Garner

Call to order: Chris Penick opened the meeting at 8:00 am.

I. Approval of Assessment Committee Meeting Minutes from April 7, 2022
   (Baker/Friel-Redifer) motion carried.

II. New Business Agenda and Summary
1. Assessment Status:
   - Team 1: Elizabeth and Denita and Rhema – complete
   - Team 2: Chris P. and Margaret and Adrian – complete
   - Team 3: Christi and Lisa and Kristin
     - Remaining: Practical Nurse Program – an old one initially uploaded, and the new one seems incomplete
   - Team 4: Ana and Suzie and Richard
     - Remaining: Need to finish, probably finish May 7th/8th
   - Team 5: Greg and Jill – complete
   - Team 6: WCCC and Morgan
     - Remaining: Work with WCCC over the summery to make progress

2. Sub-committee: Qualtrics and/or D2L
   - Christi developed a Qualtrics form to gather the data
     - Currently no file upload capability in Qualtrics
     - Data entry and copy/paste functions work well (no graphics currently)
     - Reporting is quick, easy to format
     - A different form would be needed for Assessment Committee feedback (work in progress)
     - Might be able to pull data forward year-over-year and only update as needed
   - Use of a D2L course shell has not been evaluated yet
   - Will this make Dr. Bridge’s job easier/better or add more trouble at her level? Easier reporting? Easier checking?
   - Bridge – should we start in the fall looking at commercially available assessment packages

3. Changing the story on Assessment
   - Video is ready and awaiting music

4. In-person meet-up
   - Push to Fall
   - Look to making at least one in-person meeting
   - Maybe keep Zoom option for those that absolutely need it and be able to record
   - First meeting in Fall 2022 to be via Zoom

   - Greg – spotlight History – Greg continues to develop a History summary for use as a Spotlight on Assessment

III. Other Business
   - Bridge: Getting the feedback of ESSL assessment data back to the faculty (especially adjuncts) – the point isn’t to collect and have the data to send to assessment, but to use it to make improvements (think about over the summer)
   - Bridge: Department heads to have a Closing the Loop document together by end of term to share in the Fall (two best examples each of closing the loop)
   - Focus for 2022/2023 Academic Year: Quantitative Literacy (how to use quant in lives and jobs) – how to get that information out to the campus

IV. Adjournment
Meeting adjourned at 9:00 am.
Submitted: September 01, 2022, by Chris Penick (Assessment Committee Chair).