

Assessment Committee
Tuesday, November 12, 2013
1:00pm-3:00pm
Conference Call Meeting

Present: Kim Hensley, Sheliah Elkins, Nicole Vineyard and guests,
Anne Cline, Chair Math Rubric Scoring Committee, and
Steve Lacek, Liaison with HLC

Absent: Not listed – known conflicts with instructional responsibilities

I. Call to Order

The Conference Call Meeting was called to order by Kim Hensley. It was determined that there was not a quorum and the decision was made to use the time as a working meeting. Nicole Vineyard graciously agreed to take notes for this meeting in Ruby Runyon's absence (conflict with a previously scheduled meeting of Classified Staff Council sub-committee).

II. Matrices from Departments

Steve Lacek explained briefly what the matrix was to the committee and that the information was gathered about six months ago. It was designed to show what assessment tools are being used at the classroom level. He stated that currently they do not have any information on the matrix for the Criminal Justice or Social Science departments due to the lack of chairperson at the time. Anne asked if the reorganization would have an effect on the matrices. Mr. Lacek stated that due to the hiring of Dr. Teachman we may see some changes, but that everything was in good shape.

III. Higher Learning Commission Assessment Academy

Kim Hensley stated that the necessary paper work for the Higher Learning Commission Academy has been reviewed, but it was currently on hold for our quality initiative. Steve Lacek stated that Southern currently has other programs that are being funded by grants that could be useful to assessment.

IV. Math and Writing Samples

The assessment committee as well as the writing and math rubric committees are still requesting samples at this time. The hope is to develop a small quantitative quiz that could be used at the beginning and end of semester to help assessment determine growth and value added from each course.

V. Institutional Recommendation Form

Kim Hensley stated that the institutional recommendation form requesting that a member from the writing rubric committee and the math rubric committee be

included as members of the assessment committee was completed. However, it was denied because it needs to be reviewed as part of the Strategic Planning review. The form will be redrafted and sent to the Strategic Planning Committee, in care of Allyn Sue Barker. The deadline for the form is December 12, 2013.

VI. Assessment Day 2014 Tuesday, March 11, 2014

1. Contacting Students

- A. The committee reviewed the Assessment Day letter that is sent out to the students informing them that they had been selected for assessment day. The committee was in agreement that the language of the letter was positive and motivating. The committee also discussed the issue of prizes (what we can and cannot do, is to be determined) and due to the recent changes in administration, who would be responsible for assessment day this year, i.e. Dr. Teachman / Dr. Alderman. This will hopefully be settled by the next full meeting of the assessment committee. Aside from these big issues, small changes, such as dates, will be changed for this year's letter.
- B. Informational and reminder emails will be conducted as they were last year, using Dr. Langley's institutional policy.
- C. Phone calls will be made again this year to the students on the finalized list. The committee also talked of contacting Gary Holeman and requesting that a reminder email could be sent only to the students who are part of the assessment testing.
- D. Countdown to assessment was discussed. Questions about whether the televisions in the college still worked and who would we contact about posting a message on those televisions were raised. Steve Lacek spoke of a new program, Remind 101 that the college currently has access to. It would send text messages to the students reminding them about assessment. Kim Hensley stated that she would talk to Tim Owens about this and get back with the committee.
- E. The committee also discussed contacting Carol Cole, Southern's public relations specialist, about getting the word out about assessment day.
- F. The committee discussed using social media, i.e. Facebook and Twitter, to also inform students about assessment day.

2. Personnel (Assessment Day and Make-Up Day)

In regards to all faculty, the committee agrees that everyone one must take on a role. There are several jobs to choose from, coordinators, proctors, scoring team, reviewers, transporters, data analyzers, which the faculty could choose from. The hope is that everyone will feel utilized and have an important role in the process. It was also discussed that faculty be allowed to choose what job they would like to have this year.

3. Assessment Day Make-up

The when, where, and who of make-up testing was discussed briefly, but no definite answer was given at this time.

4. Prizes for 2014

The issue of prizes was discussed for assessment day. Last year iPads were given away to the two students with the top scores and two through a random drawing. This year may have to be different. Issues with Apple have recently been brought to the attention of the committee as well as what the college is allowed to do. Kim Hensley stated that this is a “gray area” and that we will hopefully know more about this in time for the next meeting.

VII. Assessment Testing

1. Assessment Day/Days, Week, Embedment or combination of these? The committee discussed computerized test. The faculty could do blocks of testing throughout the week during their office hours.
2. The committee also discussed using pre and post testing within the courses for assessment data as well. Benchmarking was discussed and the use of tests like Accuplacer Diagnostic to help with assessment of the students. It was agreed that the committee needed to talk to faculty about what was important to them individually and come up with a solution that would work best for everyone.
3. Assessment day workers were discussed. The idea of having different jobs for faculty other than proctoring the test was brought up. Using faculty for score reviewers, program reviewers, score reviewers, test writers, etc...
4. Assessment fines and holds were discussed briefly. Should there be a fee with failure to show up for the test or make-up test day or a hold placed on the student?
5. Assessment Fees???

VIII. Other

Other topics discussed at the meeting where using and accessing information that we already have from the ETS test and also utilizing software that Southern already has access to like SOATEST in Banner that tracks students standardized test scores. Southern also has access to Argos software, which is data mining software that would allow the committee to better track students. Report writers must be trained to use this software and to gain access. The idea of training faculty to become report writers was also brought up.

The hiring of an Institutional Resource person or the creation of an Institutional Resource Office being created was also discussed. It was decided that this would be brought back up at the December meeting.

Respectfully submitted,

Kim Hensley, Chair

Nicole Vineyard, Meeting Recorder