

Assessment Committee Minutes

OCTOBER 20, 2023

Present: Dr. Tyler Billman, Dr. Chris Barr, Robbie Lindhorst, Cara Lehman, Stacy Moore, Cory Garmane, Erica Griffin, Jason Fitzgerald, Jeff Frailey, Jenny Billman, Anita Lowery, Addison Bean (Student Rep), and Dr. Sonia Yewell

Next meeting: Meetings will occur monthly

1. HLC Assurance Review and Assessment

- Criterion that needs assessment evidence:
 - Dr. Billman began by stating that Criterion 4 is the one that mainly deals with assessment.
 - Dr. Billman stated that Cara Lehman, Maggie Calcaterra, Lolita Mack, Cory Germane, and Jenny Billman are on the assessment committee.
- Review of HLC 2019 in assessment-and what have we done to improve since then:
 - Dr. Billman stated that we went through a trial with HLC, submitted documents, and they overturned everything. The team had no rebuttals and we are going in with a clean slate now.
 - Dr. Billman stated that in 2019, we had a lack of visualization information and that we needed more flow charts/graphics of how we do things.
 - Dr. Billman stated that going forward we want to visually show results to accrediting bodies and for the visuals/graphics to be publicly displayed on the website.
 - Jason stated that co-curricular is now better at defining what co-curricular is, and it is currently not just clubs.
 - Robbie state that program goals are now added to assessment forms.
 - Jason stated people now have a better idea what an assessment is and Dr. Billman stated a reason for that is because of Cory's assessment training videos.

2. Assessment Projects

- What we are doing well:
 - Dr. Billman stated that we have revamped the assessment forms and added training tutorials.
 - Robbie noted that we added program goals.
 - Jason noted that we have made major improvements in co-curricular assessment, better defining it and broadening the concept to more than just clubs.
- What we are not doing well:
 - Cory stated that we need to show evidence of what has been done since 2019-currently; changes made to the programs as a result of the assessment process.
- Where do we need improvement?
 - Jeff stated that the program review needs to be fixed because of a broken link on the site.
 - Jason stated we need to provide adjuncts with more information.
 - Dr. Billman asked if there is any area of improvement to the questions on the assessment. Jenny answered that there should be some qualitative information on the assessment, not just quantitative.
 - Jenny asked why we are rating yes or no to questions on a scale from 1-5.
- How can we improve:

- Dr. Billman stated that we need to split the assessment plan among committee members so that everyone works on a piece of it.
- Dr. Billman stated that we need to update curriculum mapping because we are 2 academic years behind.
- Dr. Billman stated we need to update membership lists, broken links on the site, and update meeting minutes.
- Jenny stated that we need to provide information to public shareholders because we are not sure if the information is easy to find or accessible to them.
- Dr. Billman stated that we need a visualization, and Kendra in Marketing can assist with visualizing the assessment process.
- Jenny stated that we can standardize training for peer reviewers.
- Dr. Billman stated that we could involve the dual credit courses in assessment more. A couple questions that were raised are the following: How do you know what they are teaching at one of our feeder high schools a dual credit course the same information that is taught at SIC? Are assessment results comparable?

3. Annual Assessment Report for 2022-2023

- Cory stated that the 2022-2023 assessment report could include more rich comments; more narrative would be more helpful overall.

4. Assessment on the Website

- How can we better visualize our assessment process?
 - Cory stated that he would like the assessment information to all be digitized; a way to make a database to put all the assessment forms in.
 - Jeff stated that he could easily create one standardized assessment document and that power apps can help.
 - Jason suggested creating a quiz and that the most important part is completing one part of the assessment before moving on to the next part.
- How can we better communicate our assessment findings internally and externally?
 - Dr. Billman stated putting the assessment information on the website; internally the assessment in action, present the annual assessment report to the board of directors.
 - Stacy suggested providing more findings that are simple and concise.
 - Cory stated that he would like updates; to know what happens after the assessments take place.
 - Jason suggested that on Staff Development Day, the assessment data be reviewed since all faculty and staff are required to be present.