

Assessment of Student Learning Committee

Aug. 20, 2019 - 2:00 pm

VPAA Meeting Room

Minutes

I. Call To Order 2:05pm

Members: Chunfu Cheng (Faculty Senate), Linda Goeller, Sheila Morris (Student Services), Jessica Isaacs (Coordinator of Accreditation), Melanie Rinehart (Fiscal Affairs), Sam Rivera (SS), Jarrod Tollett (STEM), Laurel Gamble for Valarie Watts (HS), John Bolander (LAH)

II. Vote to Approve, or not, the Minutes from the Summer online meeting - **APPROVED**

III. Announcements

A. Faculty Senate Presentations

- **9/30/19 – Melanie and Sheila, Presentation on the Syllabus Template on Brightspace**
- **10/28/19 – Sam and John, Formative Assessment**
- **11/25/19 – Jessica and Linda, Accreditation and end of semester Assessment**

B. Action Agenda for 2019-20

- Continue process of educating the SSC campus about assessment.
- Create fall and spring Assessment Newsletters
- Develop an assessment orientation for new employees.
- Develop a campus wide assessment process for institutional assessment.
- Update assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.

C. Assessment Committee Member Role –

- **Role of Assessment Committee Members:**
To disseminate information, encourage others to meet assessment goals, educate divisions on assessment issues, and bring division concerns to ASLC. The Assessment of Student Learning Committee represents assessment on the SSC campus.

IV. Old Business:

- ##### **A. Syllabus Template of SSC Common Information – Melanie, Linda, and Jessica will provide guidance concerning the syllabus material which should be put on the main page in Brightspace. Suggestions include providing links for the**

handbook and asking Faculty Senate members to provide links for template information. SSC mission statement, the CORE and Gen Ed Outcomes need to remain on the syllabi.

- B. Assessment Page – new and improved - **APPROVED**
 - C. We need to have Institutional Assessment. We need to know if this will be our responsibility or if it will be up to someone else. How will the Strategic Plan be assessed?
Dr. Guerrero spoke concerning the need for Institutional Assessment. He explained what the assessment might entail.
Melanie Rinehart made a motion that we create an Institutional Assessment Subcommittee with Linda Goeller and Melanie tasked with coming up with a recommended slate of members for the subcommittee. - APPROVED
Dr. Guerrero explained the Discovery Phase of Implementing the Strategic Master Plan. Several suggestions were made with the committee tasking Dr. Guerrero and Jessica Isaacs with finding out more of the ASLC involvement in the process and reporting back to the committee.
 - D. Re-visit co-curricular – **Jeff Cheng will bring information to the next meeting that provides options for defining co-curricular and also what other colleges provide in the assessment of co-curricular.**
- V. New Business
- A. Consider and Possibly Approve Changes to ASLP 2019-20 - **APPROVED**
 - B. Consider and Possibly Approve Changes to Course Embedded Assessment Guidelines - **APPROVED**
 - C. Receive Committee Copies of Faculty and Staff Feedback Results – **Committee would like to address employee concerns about the impact of the results of the survey.**
 - D. Address idea of either hosting a page for Health Sciences or having a link to their sites in the IE website. – **Health Sciences would like to create a page and have the IE Website link to that page.**
- VI. Adjournment **APPROVED 4:30pm**