



MINUTES

Assessment Committee Meeting

Room M218

10/12/2016

Present: Bryce Battisti, Bill Swarens, Katie Lorz, Lynn Neal, Teresa Borchardt, Marci Leong, Shawn Adams, Jon Bolas, Blake Ingram, Al Griswold.

I. Proposed addition to the 'Functions' section of the Assessment Committee Charter and Bylaws document:

Jon Bolas proposed to have an ad hoc committee (within the Assessment Committee) review the institutional assessment plan on the website, and have those edits/revisions brought to the college council each July. The institutional assessment plan is supposed to be the overarching document on how we do assessment at Bates. To make it work well, it would be great to make sure everything it covers aligns with what the assessment committee is doing, and make sure the methods of measurement are aligned with supporting student learning. A draft has gone to Accrediting body. Many college council members have already provided feedback on this document.

The Accreditors will be meeting with the assessment committee so it would be helpful to have this committee review and familiarize with the document before then and identify any holes. The assessment committee is not expected to actually do the evaluating; just look at the planning and objectives to see if they make sense.

Bryce Battisti included that assessment helps measure. The accreditors want to know if students are going to be learning what the course says

they are going to learn. We are doing an important thing setting up ways on how to track what students are learning.

II. Presentation and voting on the BTC Institutional SLO Assessment Plan. Read the plan at this link:

<https://docs.google.com/document/d/1mXOz5G7OxQbXho3i5J6LVrfoK8LcUaOFPQKm86l6Hkw/edit?usp=sharing>

III. Preparation for meeting with the NWCCU accreditors on 10/24 (1:30-2:15pm) and nomination of chair.

Bryce Battisti provided that the assessment committee is in its early stages and has done a lot so far. We did a joint retreat to come up with a manual that shows all the processes these committees do. For several years we had staff whose entire job was to keep track of curriculum. Now we don't have those people anymore and we don't have anyone taking that role. Between curriculum and assessment, we do a lot of the work to make sure the colleges processes are in order so we can validate students get grades and pass. In the last couple of weeks Bryce has been working with Jon to make the BTC Institutional SLO Assessment Plan which shows what we have done in the last six to nine months. This will be a portion of what is discussed at the meeting with the accreditors.

The committee reviewed the document together. Dionne Bonner is making a professional diagram of the drafted process. The document also includes standard language for objectives, outcomes, course level, program level etc. to be widely used.

The basis for student learning outcome (SLO) is at the course level; it informs the Institutional student learning outcomes (ISLO) and program student learning outcomes. Sharon Netter used the BTC institutional SLO form and Bryce Battisti took notes as she went through. She

included every course in her program and each SLO has an assessment method. The goal of this is to make a sequel server and do updates instead of having to do this format all the time. Al Griswold provided that when faculty fill this form out in the future it will populate the master course outline (MCO). The role of the assessment committee is to step up and help faculty do this. The idea is to roll it out in alignment with Blake Ingram's program review schedule. On October 24 accreditors will be meeting with the assessment committee. Al Griswold encouraged the committee to attend.

The committee moved into the chair election. Lynn moved that Bryce Battisti stay as Committee Chair for one year. Marci Leong seconded the motion to elect Bryce Battisti as Committee Chair. All were in favor with no opposed. A Chair-elect will be nominated at the next meeting.

IV. Deciding on the best day and time to meet on a monthly basis

Kelsey Williams will send out a Doodle Poll to find the best meeting time for the group and schedule the next meeting.

V. Human Diversity

Al Griswold discussed the human diversity element in the institutional student learning outcomes. Bates may need training in order to build typical elements into courses around human diversity. Sheila Lee's work is to begin creating a framework on how that will be implemented across curriculum. The other phase is at the program level. Bryce Battisti drafted Human Diversity ISLO. Sheila will be working across the institution with programs to see how to integrate human diversity where it is not being addressed. She will help instructors go through the program to assess and measure human diversity. During mid-cycle

review, the accreditors want to see Bates moving and progressing, not have it solved all in one meeting.

VI. Adjourn

The meeting was moved to adjourn at 12:16 pm.

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