



MINUTES

Assessment Committee Meeting

Room A222

11/09/2016

I. Call to Order

The meeting was called to order at 11:02am

II. Introductions

The last time the Assessment Committee met was with the NWCCU evaluators during the accreditation mid-cycle review. That meeting showed the evaluators that the Assessment Committee is a faculty driven group. Al Griswold was pleased with the meeting as well and would like a detailed calendar of the assessment cycle.

III. Approval of minutes

Mike Wood moved to approve the October 12, 2016 meeting minutes; Lynn Neal seconded the motion. All approved with no abstentions.

IV. Update on expanding the role of the Assessment Committee

The role of the Assessment Committee will be mainly focused on helping faculty update student learning outcomes (SLO). The master course outlines (MCO)'s can be used as a way to make sure SLOs are clear and measurable.

V. Nomination and election of an Assessment Committee chair-elect

The chair-elect will be the Assessment Committee chair once the new school year begins and the previous chair steps down. Lynn Neal nominated Bill Swarens as the chair-elect. There were no other nominations. Lynn Neal also motioned to elect Bill Swarens as the chair-elect. Shawn Adams seconded the motion; all were in favor with no abstentions.

VI. Survey preview for committee members on faculty attitudes toward assessing student learning outcomes

Emma Ruhl is the Executive Assistant to Lin Zhou and is in the final quarter of her Master's degree on Instructional Design. Emma developed and presented a faculty survey on "Attitudes toward assessing student learning outcomes." The group took the survey together; Emma Ruhl will report the findings at the December Assessment Committee meeting

VII. Training on administering the SLO survey

The group discussed reaching people via email vs. in person. We will divide programs and the college amongst the committee members, go visit them, sit down with them, and fill out this survey.

The group discussed different ways to approach faculty with the survey and explaining its purpose. Matt Spitzer stated that we need to explain how this

survey benefits instructors and how it fits into the bigger picture. Matt referred to SLO Matrix and how it would have been helpful to have faculty fill that out first. There will be 11 programs that will fill it out this year. Matt also inquired if faculty could focus on three student learning outcomes they are already doing.

Al Griswold will send out an email to the Deans and faculty explaining the purpose of the survey. The group discussed how to find current MCO's on allbates. Bryce Battisti will send a script of what we are doing the survey for and why. Lynn Neal suggested having the Instructional Deans distribute the email from Al Griswold to their faculty.

VIII. Selection/assignment of programs for committee members to survey over the next week.

The group divided up assignments for the SLO survey. Teresa Borchardt will distribute a list of assignments after the meeting. Teresa Borchardt and Bryce Battisti will help committee members who need assistance completing their visits. In the spring, the Assessment Committee is going to send a request for faculty to report how their students did meeting student learning outcomes.

IX. Adjourn

The meeting adjourned at 12:08 pm.

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