



# MINUTES

## Assessment Committee Meeting

Instruction Conference Room M323L

2/8/2017

**Attendees:** Bryce Battisti, Kelsey Williams, Kris Merriman, Shawn Adams, Teresa Borchardt, Mike Wood, Lynn Neal, Jon Bolas, Marci Leong, Matt Brewer, Bill Swarens

- I. The meeting was called to order at 11:04 am.
- II. **Approval of minutes** – Mike Wood motioned to approve the minutes as written. Kris Merriman seconded the motion; all were in favor with no one opposed.
- III. **Committee members take a few minutes to share their experience administering the SLO Plan survey and see where they are posted on the website**  
**Open forum**

The Assessment Committee provided feedback on administering the SLO Plan survey to Bates faculty. Some felt like they were improvising and coming up with outcome deliverables. For some it was very organized and faculty went through the survey quickly. Some instructors were very compliant; some didn't know where to find their MCO's on allbates. A few instructors stated that when this type of survey was done previously there was no follow-through.

Bryce Battisti and Teresa Borchardt met with President Ron Langrell and reviewed what had been accomplished so far. The President wanted to know follow through

plans as well. In the spring, instructors will look back at their plans and report on how their plans went and how they were carried out. This will need to be completed by everyone who did a plan. Matt Spitzer stated that an email should be sent to instructors soon because they may have forgotten what their measurable outcomes were. Bryce Battisti suggested emailing a link to the Teaching and Learning Assessment SLO's page since all the information from the survey is there.

It was agreed that the Assessment Committee will not be asking for "artifacts" to show what improved. The Assessment Committee will have to rely on faculty to be ethical in their responses. The idea is that these survey results can be built in or tied into funding requests. The Committee will also need to be able to explain why we are measuring these learning outcomes.

#### **IV. A proposed process for reviewing and approving CSLOs and PSLOs (Bryce Battisti)**

The college needs to be able to show how we are improving on "Human Diversity" in certain classes. There is a rubric for institution learning outcomes.

#### **V. Training on SMART and ABCD rubrics for evaluating the quality of SLOs (Bryce Battisti)**

-The idea of how to assess SLO's was brought up at the last meeting. The group will try using the rubric today. Going forward, the group can have a 30-minute assessment meeting, and the second half can be working through criteria to evaluate learning outcomes on new MCO's. Bryce or Teresa can collect these at the end of the meeting and give back to the instructor with edits/suggestions.

Assessment and Curriculum work would continue through the year, but course

changes wouldn't be submitted more than once or twice a year.

The SMART (Specific, Measureable, Assignable, Realistic, Time-Based) goals rubric will be helpful to review learning outcomes. An email with a link to this video will be distributed. The group also reviewed and tried using the ABCD method.

**VI. Final 30 minutes of the meeting will be a work session practicing reviewing some EEST/BMST CSLOs and the Diesel program PSLOs.**

**VII. Adjourn**

The meeting adjourned at 12:00pm.

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