



MINUTES

Assessment Committee Meeting

Instructional Conference Room A323L

12/11/2018

I. Present:

Bryce Battisti, Teresa Borchardt, Bill Swarens, Matt Spitzer, Andrea Samuels, Shawn Adams

II. Approval of November 13 Meeting Minutes

We did not have a copy of the meeting minutes, so the minutes could not be approved.

Shawn Adams will distribute the minutes by email for a group vote after Mike Wood sends them to her.

III. Help instructors with their Human Diversity plan surveys on 12/17-12/19

Tim Trussler sent out an email to all of instruction stating:

“As you know, December 17-19 have been designated as non-instructional work days. On these days, The Online Learning Center and Curriculum & Assessment representatives will be available to assist you on:

- Converting your courses from face-to-face to hybrid/online-only.
- Adding regular and substantive interaction and/or accessible content to your Canvas classes.
- Viewing and printing your Curriculum Guide & MCOs from Bates new website and previewing Bates new curriculum app.
- Completing or revising your Human Diversity SLO Plan for the year (Note: If you're happy with the plan you completed October 20th we'd be happy to discuss ways to effectively assess the outcomes you selected).

Additionally, we will be available for drop-in assistance on any general questions or concerns you may have.

We will be located at the following locations from 9 – 1 each day.

- Downtown Campus: Monday (immediately after the presentation for the rest of the day), Tuesday, and Wednesday in the OLC Conference Room (A125)

- South Campus: Tuesday in the Library Computer Lab
- Central Campus: Wednesday in B113”

Bryce Battisti said that there is coverage from him, Teresa Borchardt, and Andrea Samuels for these sessions but would like additional Assessment Committee Members to be available to assist faculty.

Shawn Adams suggested that the programs who have not completed the survey receive a reminder email; Andrea Samuels agreed; Bryce Battisti said that he would do that.

IV. Review Allied Health Academy’s MCO for the new course *Introduction to Medical Coding*.

Several committee members noticed that some of the SLOs were missing the “degree” component; this prompted a discussion about how the “degree” should be stated in the SLO.

Bryce Battisti said that as we review more program’s SLOs, it has become apparent that the wording of the “degree” portion of the SLO can vary so they are appropriate for each program.

Andrea Samuels said that she looks at a SLO and determines if it is measureable.

The committee made some small recommendations to most of the SLOs on the MCO.

Shawn Adams will pass on the recommendations to Mary Ann Keith and inform Teresa Borchardt when the changes have been made.

V. Planning for March 20th Professional Development Day

Bryce Battisti talked about how the Assessment Committee had a large role in the October Professional Development Day and felt that it was beneficial for the faculty as well as accreditation. He has been able to input all of the survey data that was collected that day in regards to the Human Diversity outcomes and plans on reaching out to the

instructors who completed their surveys so they can be planning to complete the follow-up survey in the spring.

Bryce is involved in the planning of the upcoming Professional Development Day but is not sure how much time the Assessment Committee will be able to have that day; he has learned that Jean Hernandez has been asked to head-up the Professional Development Day to prepare the college for accreditation. He will update us of the planning process at future meetings.

VI. Review the Assessment Committee's page on the new Bates website

We found that the easiest way to locate our page was to type in "Assessment Committee" or "BOB" in the search window.

Bryce Battisti informed us that Jake White said that all committee material has to be "public facing" so that is why our page is on the internet, not the intranet.

We noticed that Bill Swarens was still listed as the chair instead of Shawn Adams and that a list of the committee members needs to be added.

VII. New Business

Andrea Samuels asked Shawn Adams if she had been in contact with Joe Lyon in regards to reviewing/updating the MCOs for the HVAC program. Shawn did meet with Joe and they worked on several of the SLOs together; Joe said he had a better understanding of what the Assessment Committee was looking for and he could complete the rest on his own. He has emailed the MCOs to Shawn and she plans on finishing reviewing them during the faculty planning days next week. Andrea and Shawn agreed that they would like to have them ready for an official review by the committee in January.

VIII. Next Meeting

The next meeting will be Tuesday, January 15, 2019 at 11 am.

IX. Adjournment

The meeting was adjourned at 12:15 pm.

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405 | 253.680.7000

Mohler Campus | 2320 S. 19 St., Tacoma, WA 98405 | 253.680.7700

South Campus | 2201 S. 78 St., Tacoma, WA 98409 | 253.680.7400

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