



## Assessment Committee Meeting Minutes

**Room M 232 L**

**05/15/2018**

- I. Bill Swarens (chair) calls the meeting to order at 11:04.
- II. Lynn Neal motions to approve minutes. Paula Grow 2<sup>nd</sup> the motion and all approve.
- III. Meeting NWCCU standards reminds the committee to make college wide outcomes correlate to student learning outcomes.
- IV. Updates on B.O.B. (Bates Outcome Builder)
  - a. B.O.B Tool is now functional.
  - b. The tool allows instructors to follow a step-by-step process for the creation of measurable student learning outcomes based on 4 components condition, audience, behavior and degree.
  - c. The tool explains how the assessment committee measures student learning outcomes and provides examples.
  - d. The committee intends to use B.O.B. as a training tool on the professional development day. The goal is to outline the available tools in place to help make faculties job easier in creating student learning outcomes.
- V. Update for effective communication student learning outcomes (SLO) survey (Bryce)
  - a. A follow-up email reminder was sent last week to complete the Human Diversity survey. There has not been any additional response.
  - b. Of the 44 programs, 30 have responded to the survey.
  - c. The committee would like additional support from administration to create accountability in each department. The committee is considering forwarding the results and lack of response to Al Griswold.
- VI. How can the committee encourage administration to hold each department accountable

- a. The Assessment committee is now being represented at the Dean's level. Bryce has been invited to bring assessment onto the agenda to the Deans and Executive Vice President.
- b. The unique challenge is that Deans are not required to report on the items but Deans can help support and hold each department accountable.
- c. The committee would like to see an increase top-down communication from the administration level.

#### VII. Reframing "Assessment"

- a. There is a perception that if instructors change curriculum or look at assessment it will open a door to more changes and program issues.
- b. Assessment is a process and using tools like B.O.B. allow instructors to highlight their efforts. Two intent statements were provided on why it is essential for instructor to use the tools, "You're the best and we can prove it," and "No one knows how good you are."

#### VIII. Revamping and Surveys

- a. The committee would like to focus on questions that are more holistic, "what are the courses that you feel are going well," rather than choose 3 SLO's to focus on and revise.
- b. The committee is considering what to focus on in Fall and review how Spring Assessment went.
- c. Further discussion will be tabled for a more detailed discussion with the Curriculum Committee in June.

#### IX. Joint Assessment and Curriculum Committee Meeting

- a. There will be a joint meeting scheduled June 5<sup>th</sup>, 2018 between the Assessment and Curriculum committee.

- b. The meeting schedule designates a half day for just Assessment and the remaining half as a joint session between curriculum and assessment.
- c. The current agenda items that have been set for the meeting are as follows, review the maze for the curriculum change process map, and review the ORC Chart and streamlining.

#### X. Human Diversity Update

- a. There will be a NCORE National Conference on race and ethnicity in Higher Education located in New Orleans, LA from May 29 – June 2<sup>nd</sup>, 2018.
- b. Assessment, Teaching & Learning Conference will be held in Vancouver, WA from May 2–4<sup>th</sup>, 2018. The conference is to address learning outcomes assessment on the state level.
- c. The questions have been brought forth how Assessment should engage with ASG to gain student input and are the Assessment meetings being scheduled at time that is accessible to students.

#### XI. MCO Review Culinary

- a. The course MCO's to be reviewed were Flavor profiles, Modern bread techniques, Sustainability/Organic foods, Culinary Trends.
- b. Revisions are needed for the assessment portion of the MCO's. Assessment of students should have a more measurable goal that addresses course specific and college wide outcomes. Of the four courses presented three will need to be revised.
- c. Language should be refined on the MCO to state, "in this course."
- d. Once the identified items have been resolved the Assessment Committee can then send the MCO's to curriculum committee in June.
- e. The MCO's were put to a vote by Bill and all approved, with edits.

XII. The next meeting is scheduled for June 5<sup>th</sup>, 2018 at 8:00 am, the time is to be determined.

XIII. The meeting was adjourned.

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

Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.