|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Outcomes Assessment Committee |
| Date | 09/07/2021 |
| Time | 2:30 – 3:30 pm. |
| Location | <https://zoom.us/j/8309247451>  |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Jo Harrington | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Matt Connell  | x | Jo Harrington | x | Stephanie Joiner | x | Kurt Konda |
| o | Leanne Miller | x | Sarah Riegel | x | Elaine Simmons | x | Randy Thode |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Classroom Assessment Subcommittee* Updates
	+ 263 instructors in the CAT shell for summer 2021 (38 exempt, they did not teach)
	+ 225 instructors to complete a CAT = 194 completed a CAT, 31 did not
		- Matt will send Elaine a list of instructors who are not completing a CAT
	+ 86% completion rate for summer session (last fall 75% completion rate)
	+ Still have a struggle with instructors submitting a course assessment instead of a CAT
	+ End of November due date to help separate CATs from course assessment
	+ 500 submissions for the academic year (fall, spring and summer) the team is reviewing for the report
	+ Draft report done by early October
* Goals
	+ 80% of applicable faculty document a CAT with 70% at the “2” rating
 | Matt |
| Course/Institutional Assessment Subcommittee* Updates
	+ Finished pilot data at the end of spring 2021
	+ Will request data in January
	+ New submission form in place
	+ Did a Cougar Tales presentation in August
	+ Drafting the report template now
* Goals
	+ 70% of applicable faculty document improvements using the new form
	+ Develop and produce an Annual Report
 | Kurt |
| Co-Curricular Assessment Subcommittee* Updates
	+ Finished the annual report over the summer
	+ Created a new survey tool we will use to evaluate new student groups to determine if they are a co-curricular or extra-curricular
	+ Jonathan Dietz will send this survey to new groups as part of their formation process
	+ Drafted language to include in the constitutions to indicate that the group is co-curricular
	+ Currently there are 19 co-curricular groups
* Goals
	+ 70% of co-curricular activities document improvements made based on the data
	+ Re-align SLOs to the FLOs
	+ Partner with Student Life to institute identification process of co-curricular activities and documentation of co-curricular process as a part of student-group constitutions/expectations
 | Stephanie |
| Program Assessment Subcommittee* Updates
	+ Met with Mary Foley
	+ Meeting with Chris Baker this week
* Program Assessment Report DRAFT
	+ Goal is to have a report done by the end of this month for each program going through instructional review
* PowerBI
* Goals
	+ Identify or develop remaining PLOs for all Barton Programs and post on the respective program websites
	+ Provide “bare-bones” analysis of the PLO for the respective programs with Instructional Reviews this fall
	+ Identify current or develop means to close the loop between assessment, planning, and budgeting
	+ Develop and produce an Annual Report
 | Jo |
| General Education Assessment Group* Updates
* <https://forms.office.com/Pages/ResponsePage.aspx?id=jzFwT5Y5jEGhyumzq5b4FCxHSQFyY8BGhpvsC5fIsl1UOEw2TzVJOFM3SFhOMFdXSlpVMDYwMEJFNy4u> (Form)
* Initial focus/pilot: Global Issues and Diversity
* Goals
	+ Finish the documentation form
	+ Pilot with the GEO Global Issues and Diversity
 | Jo |
| Assessment Institute Participants* Jamie Abel, Shawgi Ahmed, Chris Baker, Yuchen Boswell, Angela Campbell, Marlo Chavarria, Matt Connell, Daniel Garson, Colvin Hooser, Lawrence Weber, Cathy Smith
* Starts September 10
 | Jo |
| Assessment Spotlight Videos* CAT and Course Assessment Spotlight videos were sent out
* Program Assessment Spotlight video will be sent out the last week of September
* Will add Closed Captioning to the videos and upload them to the external assessment webpage
 | Jo |
| Course Binder Project* Updates
	+ Working with Karly Little to get all the CEP courses done
* Cougar Tales Presentation
* HLC Criteria 2.C.5, 3.A.3, 3.C.2, 4.A.4, 5.A.3; KBOR CEP Requirement iii.
 | Jo |
| CPR Data (Metrics)* Updates
	+ Recalculated retention rates for fall 2019 to fall 2020 and they went down slightly
	+ Persistence – will be collecting data from the National Clearinghouse
 | Randy |
| OAC Goals* Ensure the Assessment materials are up-to-date (Handouts, Guides, Reports, Web-Sites, Process Maps, Mission, etc.)
	+ Review the process handbooks
* Assessment Institute – Ongoing
* Develop Journey Maps for each layer of assessment and Instructional Review
* Draft a response for HLC Criteria 4B (and others as applicable)
* Assessment Summit (overview presentation) on 01/13/2022 for Administration
* Assist in the development of Course Binders for the CEP courses
* Determine/Include Power BI reports on FLO and PLO (high level only) on assessment website
 | Jo |

**ENDS:**

|  |  |
| --- | --- |
| ESSENTIAL SKILLS                              | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS                     | REGIONAL WORKFORCE NEEDS                        |
| ACADEMIC ADVANCEMENT              | SERVICE REGIONS |
| PERSONAL ENRICHMENT                  | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |

***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.