

## **Minutes for Assessment Coaching Team September 26 Meeting**

The Assessment Coaching Team met 3:00 PM, September 26. Members present: Dixon Boyles, Phylcia Bridgers, Caroline Hardee, Marcia Norwood, Saundra Pinkham, Adrienne Smith, Gretchen Thompson, and Laurie Weston. Thomyka Holloman was absent.

Chair Dixon Boyles convened the meeting and distributed folders to each committee member. Each folder contained an agenda and several handouts. Copies of All documents referred to in these minutes were included in the folders.

The first agenda item was a review of the committee responsibilities as listed in the *BCCC Faculty/Staff Manual*. Next, Boyles discussed a list of FAQs associated related to assessment as well as “assessment ambassador” guidelines used at Fayetteville Tech. He explained that members of the Assessment Coaching Team had the dual task of documenting compliance to specific SACS standards and also serving as assessment coaches within their own areas of specialty.

Copies of the specific SACS standards attached to the committee (2.6, 2.10, 2.12, 3.3.1, 3.3.1.1, 3.4.9, and 3.5.1) were the final documents provided. Boyles explained that SACS statistics indicate that documenting compliance to 3.3.1 and 3.5.1 is arguably the most difficult task colleges face in SACS assessment.

Committee members then viewed the BCCC SACS page and the SACSCOC website. Boyles explained that the Assessment Coaching Team should use BCCC’s previous compliance documents as a starting point for developing materials for future compliance reviews. Committee members were also encouraged to communicate with colleagues within their areas and well as at other colleges to determine best practices within their areas. Committee members then viewed a webpage titled “Internet resources for Higher Education Outcomes Assessment” that is maintained by North Carolina State University and which contains over 1300 links, including 450+ college and university assessment sites. Committee members also discussed the possibility of the college utilizing software aimed at online planning/assessment processes.

Following a brief discussion Laurie Weston was elected vice-chair and Thomyka Holloman was elected secretary. Boyles asked committee members to begin reviewing materials related to assessment, particularly within their areas. Also, he announced that the next meeting would be scheduled as soon as more information was available regarding how BCCC plans to compile its compliance documents.

The meeting adjourned at 3:55 PM.