

Assessment & Coaching Committee (ACC)

Friday, September 13, 2013
9:00 am – 10:00 am
Building 1, Conference Room

Chair: Jay Sullivan

Vice – chair: Bryan Miller

Secretary: Caroline Hardee

Members Attending: Phylcia Bridgers, Caroline Hardee, Keith Lyon, Brian Miller, Marcia Norwood, Sandra Pinkham, Jay Sullivan, Tony Taylor

Members Absent: None

Minutes from Meeting September 13, 2013

I. Agenda Item: Welcome **Presenter:** Jay Sullivan

- **Discussion Item:** Jay welcomed everyone and passed out the following documents:
 - Agenda
 - Committee Assignments
 - Principles of Accreditation, page 27 - 3.3 Institutional Effectiveness
 - Appendix 2: of Beaufort County Community College Faculty and Staff Policy Manual Purposes of Assessment Coaching Committee
 - Assessment Definition Handout
 - Assessment Coaching Committee Action Plan
 - Copies of The Principles of Accreditation Guide were made available to those who requested a hard copy.
- **Action Taken or Recommendation:** Jay informed committee that for all future meetings the materials/handouts would be provided through email prior to each meeting.

II. Agenda Item: Purposes of Charter **Presenter:** Jay Sullivan

- **Discussion Item:** Jay shared the purposes of the Assessment Coaching Committee taken from the Beaufort County Community College Faculty and Staff Policy Manual.
- **Action Taken or Recommendation:** Jay stated that our committee is responsible for 3.31.1 standard for the 5th year report due September 2014. He stated that this standard is our focus this year; however we could be asked how we are doing on the other (4) standards (3.3.1.2 – 3.3.1.5), as well.

III. Agenda Item: Election of Officers **Presenter:** Jay Sullivan

- **Discussion Item:** Jay Sullivan explained the duties for the officers of Vice-chair and Secretary for the Assessment & Coaching Committee. Brian Miller volunteered to be Vice –Chair. Caroline Hardee volunteered to be the secretary. Marsha Norwood made a motion to accept Brian Miller as vice-Chair and Caroline Hardee as secretary. Sandra Pinkham seconded the motion.

- **Action Taken or Recommendation:** All members voted in favor for both Brian Miller and Caroline Hardee to accept the duties of Vice-Chair and secretary.

IV. Agenda Item: Discussion of Action Plan

Presenter: Jay Sullivan

- **Discussion Item:** Jay Sullivan distributed and discussed the Action Plan that he created. The plan consisted of the following 6 goals:

1. Develop an Assessment Handbook
2. Professional Development activities within work units
3. Participate in webinars, meetings, conferences, etc...related to assessment
4. Report activities to SACS Leadership Committee
5. Annually review the assessment process and make
6. Recommendations for improvement to IE
7. Develop strategy for email campaign to promote assessment across campus

- **Action Taken or Recommendation:** Listed below are the goals, action items, people responsible and deadlines that were discussed. Jay Sullivan suggested that each subgroup organize a meeting time to meet.

1. Goal or Purpose: Develop an Assessment Handbook

Action Items: 1.) Collect examples of both good and bad assessment 2.) Generate a list of measurable verbs.

Persons Responsible: All

Deadline: 10/25/2013

2. Goal or Purpose: Professional Development activities within work units

Action Items: 1.) Meet with small group of 4-6 members in work area to review principles of assessment. 2.) Assist them with development of goals, activities, measurements, benchmarks, etc. 3.) Bring copies of these back to ACC for review and discussion.

Persons Responsible: Every member of ACC

Deadline: 10/25/2013

3. Goal or Purpose: Report activities to SACS Leadership Committee

Action Items: Summarize activities of ACC.

Persons Responsible: Chair and Vice-Chair

Deadline: 12/20/2013

4. Goal or Purpose: Participate in webinars, meetings, conferences, etc. related to assessment

Action Items: 1.) At least 3 members of ACC will participate in an externally sponsored event related to assessment *outside of their work area*. 2) Provide a summary of information and present to ACC.

Persons Responsible: Brian Miller, Keith Lyon, Phylcia Bridgers

Deadline: 12/20/2013

5. Goal or Purpose: Annually review the assessment process and make recommendations for improvement to IE

Action Items: 1.) Summarize the assessment process. 2.) Evaluate the extent to which assessment has been implemented across all campus units. 3.) Make recommendations for improvements to ACC.

Persons Responsible: Caroline Hardee, Tony Taylor, Saundra Pinkham

Deadline: 2/15/2014

6. Goal or Purpose: Develop strategy for email campaign to promote assessment across Campus

Action Items: 1.) Secure an email address (example: assessment@beaufortccc.edu). 2.) Develop a calendar for email blasts to all personnel with topics related to assessment. 3.) Present plan of action and calendar to ACC.

Persons Responsible: Marcia Norwood, Cecelia Scott, Jay Sullivan

Deadline: 10/25/2013

7. Goal or Purpose: Develop a resource guide for ACC members

Action Items: 1.) Develop a Powerpoint or Word document with suggestions for how to discuss Assessment with peers. 2.) Offer role playing session at next meeting of ACC.

Persons Responsible: Jay Sullivan, Brian Miller

Deadline: 10/4/2013

V. Agenda Item: Other/Suggestions

Presenter: Marcia Norwood

- **Discussion Item:** Marcia Norwood suggested having a “role playing” session for members/coaches of the assessment team. Members agreed this would be helpful in making sure all necessary information is covered and everyone on the same page when sharing assessment information to other faculty/staff on campus. A definition of assessment was distributed to committee.
- **Action Taken or Recommendation:** Jay Sullivan agreed to create a Powerpoint presentation for members to use as a guide for “role playing” that could be used when meeting with faculty/staff on campus regarding assessment

VI. Agenda Item: Next meeting announced scheduled for October 4, 2013 at 9:00 am

Presenter: Jay Sullivan

VII. Agenda Item: Meeting adjourned at 10:00 am

Presenter: Jay Sullivan

Next Meeting: October 4, 9:00 am

Location: Building 1, Conference Room