

Assessment & Coaching Committee (ACC)

Friday, October 4, 2013
9:00 am – 10:00 am
Building 1, Conference Room

Chair: Jay Sullivan

Vice – chair: Brian Miller

Secretary: Caroline Hardee

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

Members Absent: None

Minutes from Meeting October 4, 2013

I. Agenda Item: Welcome

Presenter: Jay Sullivan

- **Discussion Item:** Jay welcomed everyone to the meeting.
- **Action Taken or Recommendation:** Jay reminded committee members that all handouts were provided through email and will continue to be distributed in this manner for all future meetings.

II. Agenda Item: Action Plan Updates

Presenter: Jay Sullivan

- **Discussion Item:** Jay Sullivan stated that he would like to visit the action plan **each** meeting so we can stay in tune to our goals. Jay also mentioned that he added a status column to the action plan so we can report any updates. Jay asked individuals assigned to each goal for any progress up to this date. The following updates were provided:
 - **Develop an Assessment Handbook**
 - Many of the committee members shared resources that they had found to include Observable Verbs, Learning Outcomes in Assessment in Community Colleges and Evaluation Tools.
 - **Professional Development Activities Within Work Units**
 - Jay stated that the (3) academic divisions will be hosting a session related to SACS and referencing what we are doing in terms of assessment. Dr. Ange and the three academic deans will be conducting these meetings. Jay will be doing a session for the nonacademic services.
 - There was additional discussion about having a brief description or talking points to be used for discussing assessment with the cohort committee that each ACC member selects.
 - Jay stated he thought it would be helpful if everyone considered selecting members for their cohort committee to think about selecting individuals between divisions and services.
 - **Report Activities to SACS Leadership Committee**
 - No updates at this time – Deadline 12/20/2013

- **Participate in Webinars, Meetings, Conferences, etc...related assessment**
 - Jay asked committee members who were assigned to participate in webinars, meetings, and conferences related to assessment if they had been able to locate any of interest. Phylcia Bridgers, Keith Lyons, and Brian Miller all stated they had begun looking, but had not found any at this time.
 - **Annually Review the Assessment Process and Make Recommendations for Improvement to IE**
 - No updates at this time – Deadline 2/15/2014
 - **Develop Strategy for Email Campaign to Promote Assessment Across Campus**
 - Email account sacs@beaufortccc.edu created, monthly email campaign, first newsletter delivered 9/20/2013
 - **Develop a Resource Guide for ACC Members**
 - Jay stated that he is developing LibGuides
 - **Develop, Review, and Update SAC LibGuide**
 - Development underway
- **Action Taken or Recommendation:** Marcia Norwood suggested adding the date to the Action Plan each time it is revised or updated to ensure everyone refers to the most current copy. Jay stated this was a great idea and would make sure this happens.

III. Agenda Item: Assessment Handbook

Presenter: Jay Sullivan

- **Discussion Item:** Jay stated that he would like to meet with a small subgroup and talk about what to include in the Assessment Handbook. Jay assigned Tony Taylor, Keith Lyons, and Phylcia Bridgers to be on this subgroup.
- **Action Taken or Recommendation:** Jay suggested that as members find resources that they email him a copy or the URL for the resources found. Jay stated that he would then include these resources in the LibGuide. Jay also shared that he would schedule a date and time for the subgroup to meet within the next few weeks.

IV. Agenda Item: Upcoming webinars, conference, etc...

Presenter: Jay Sullivan

- **Discussion Item:** Jay shared the SACS Resource Page on the BCCC LibGuide website. This resource page shares a collection of workshops, webinars, and conferences (past, present, and future) related to assessment, as well as many other great resources on assessment. Most of the webinars are free of charge.
- **Action Taken or Recommendation:** Jay encouraged all members to participate in these, as well as any others that pertain to assessment. In addition, Jay stated that any information covered in professional development pertaining to assessment should be sent in to him and he would include this information on the BCCC LibGuide.

V. Agenda Item: Next Meeting

Presenter: Jay Sullivan

- **Discussion Item:** The next meeting date was discussed and scheduled for October 25, 2013 at 9:00 am.

- **Action Taken or Recommendation:** Jay asked that each committee member bring a list of individuals to participate in their cohort committee to the Oct. 25th meeting.

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

Presenter: Jay Sullivan

Next Meeting: October 25, 9:00 am

Location: Building 1, Conference Room