

Assessment & Coaching Committee (ACC)

Friday, November 22, 2013
9:00 am – 10:00 am
Room 105, Building 1

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, Cecelia Scott, Tony Taylor

Members Absent: None

Minutes from Meeting November 22, 2013

I. Agenda Item: Welcome

Presenter: Jay Sullivan

- **Discussion Item:** Jay welcomed everyone in attendance.
- **Action Taken or Recommendation:** Jay shared what documents he emailed to everyone that included: Agenda, Oct. 25, 2013 minutes, Goal Tracking Sheet for Cohorts, and Action Plan.

II. Agenda Item: Approved Minutes from October 25, 2013

Presenter: Jay Sullivan

- **Discussion Item:** Jay asked to have a motion to accept the minutes from Oct. 25, 2013.
- **Action Taken or Recommendation:** Cecelia Scott made a motion to accept the minutes. Tony Taylor second the motion, and minutes were accepted.

III. Agenda Item: Report from Virginia Assessment Group Conference

Presenter: Keith Lyons

- **Discussion Item:** Virginia Assessment Group Conference
Keith Lyons attended the Virginia Assessment Group conference on November 11, 2013. The theme of the conference was *Making Assessment Valuable*.

The four tracks offered were:

- Creating pathways that engage faculty in assessment
- Assessing student learning and development out of the traditional classroom (e.g., in students affairs/the co-curriculum, high-impact practices, in MOOCs/online learning environments, etc.)
- Using institutional data effectively to support assessment efforts
- Using AAC&U best practices, such as High Impact Practices, Essential Learning Outcomes, VALUE Rubrics, and LEAP initiatives

Keith shared the following from the two sessions he attended:

- Two themes: faculty ownership and faculty input
 - Assessment was not internalized just for SACs, but to also inform others of what is going on in cross disciplines with faculty being the experts on instruction.
 - Emphasis on critical thought and writing cross disciplines, setting standards and the use of rubrics
 - Learned about a program from Vice President of ACU in DC that allows you to accumulate and organize submission of writing.
 - Handouts Provided: LEAP Vision for Learning in Brief, Liberal Education and Other Commonly Confused Terms, The Essential Learning Outcomes
- **Action Taken or Recommendation:** Keith will send name of program that allows you to accumulate and organize submission of writing to Jay. Keith will also send Jay additional information that was collected at conference.
- **Discussion Item:** **Working Session on Assessment Reports**
- Jay shared some assessment reports that were outside the academic programs. As a group we went over the Human Resources Assessment Report that Cecelia submitted from her cohort. As a group we decided the strengths and weaknesses of the report to gain a better understanding of what is expected.
- **Action Taken or Recommendation:** Jay asked committee members if they would be willing to meet one more time before Thanksgiving break. This would allow the committee to go over a few more assessment reports. Jay said that he would send out a doodle poll to determine time.

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

Presenter: Jay Sullivan

Next Meeting: November 26, 2013

Location: Conference Room, Building 1