

# Assessment Coaching Committee (ACC)

Friday, October 25, 2013  
9:00 am – 10:00 am  
Conference Room, Building 9

**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 October 25, 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. 4, 2013 minutes, and Action Plan.

**II. Agenda Item:** Approved Minutes from Oct. 4, 2014

**Presenter:** Jay Sullivan

- **Discussion Item:** Corrections to the minutes included adding Cecelia Scott being present for the Oct. 4<sup>th</sup> meeting. In addition, correction of the spelling of Marcia Norwood's name on page 2.
- **Action Taken or Recommendation:** Jay made a motion to accept the minutes with the corrections stated, and Marcia Norwood second the motion.

**III. Agenda Item:** Action Plan Updates

**Presenter:** Jay Sullivan

- **Discussion Item:** Develop an Assessment Handbook  
  
Jay shared a document that Keith Lyons provided title "*Examples of Poorly Constructed Questions for Evaluation Student Progress in Historical Study*". This document included examples of poor assessments. Jay stated we have to be conscious of what we write and be explicit in our directions. Examples used on this document were good examples of what **NOT** to do, due to the fact the verbs not being measurable.
- **Action Taken or Recommendation:** Jay encouraged all committee members to send any items that they would like to be included in the Assessment Handbook.

➤ **Discussion Item:** Professional Development activities within work units

Each ACC member shared the names of people for their cohort work group. These cohort work groups consisted of the following people:

- **Cecelia Scott:** Charle Goulette, Emily Woolard, Art Richard
- **Marcia Norwood:** Judy Jennette
- **Keith Lyons:** Catherine Gouge , Ron Baldwin, Jackie Keen
- **Caroline Hardee:** Ann Barnes, Vickie Fennell, Heea Crownfield
- **Brian Miller:** Pauline Godley, Debra Baker, Ken Robel
- **Phylcia Bridgers:** Caroline Hill, Carol Willard, Lucy Lawrence
- **Rebecca Pinkham:** Penny Sermons, Marshall Hall, Tricia Woolard
- **Tony Taylor:** Rhunell Boyd, Kitty Hedgepath, Marion Porter, Penelope Radcliffe

There was some discussion about adding someone from the Writing Center to one of the cohort work groups. However, Jay stated that we may want to wait until a Writing Director has been hired and to see what the long term goals will be for this center.

Phylcia Bridgers was asking guidance on how can we measure the time a student submits an application, to the time admissions enters it in the computer, and then moves on to the time financial aid processes it. Brian Miller shared that every transaction in Colleague gives you a time stamp. He suggested that she ask the system administrator to create a report showing the dates the application was entered and compare it to the FASA entry date. This should help in providing data needed in this area.

Jay asked the committee to think about job description, work flow, and if there is something an area would like to work on, write it in terms of being measurable. He stated that some of the goals may already exist in the strategic plan, and some may not. It would depend on if they are directly related to quality improvement. Jay stated that when discussing benchmarks with members that it was better to set them higher rather than lower. This would allow for improvement.

- **Action Taken or Recommendation:** Jay would like for each ACC member to begin collecting outcomes from members in their cohort work group and send them to him ASAP.
- **Discussion Item:** Report activities to SACS Leadership Committee
- **Action Taken or Recommendation:** Activities will be reported at a later time
- **Discussion Item:** Participate in webinars, meetings, conferences, etc...related to assessment.

Brian Miller and Keith Lyons discussed with Jay an upcoming conference, The Virginia Assessment Group Conference scheduled for November

Phylcia Bridgers watched a webinar, “Ten Practices to Deepen Student Learning Outcomes Assessment”. She shared ideas on assessment that were being used across the country.

- **Action Taken or Recommendation:** Keith Lyons will be attending the conference in November and will share information gained at our next scheduled meeting. Jay will incorporate some the ideas Phylcia learned in the upcoming newsletter. Jay also reminded everyone to consciously remind ourselves of **our** definition of assessment.
- **Discussion Item:** **Annually review the assessment process and make recommendations for improvement to IE**
- **Action Taken or Recommendation:** Scheduled deadline Feb. 15, 2014. This item put on hold.
- **Discussion Item:** **Develop strategy for email campaign to promote assessment across campus**
- **Action Taken or Recommendation:** The SACS newsletter will be going out next week. It was discussed to have our definition of assessment in each newsletter as a constant reminder for everyone.
- **Discussion Item:** **Develop a resource guide for ACC members**
- **Action Taken or Recommendation:** Jay requested that everyone send him measurable verb examples and any other assessment resources. Jay will post them on the LibGuide once received.

**V. Agenda Item: Discuss recruits and assessment cohorts**

**Presenter:** Jay Sullivan

- **Discussion Item:** **Discuss recruits and assessment cohorts**
- **Action Taken or Recommendation:** Jay asked that each person we recruited come up with 2-3 outcomes, for one course for instructional folks. He stated that goals and outcome for departments would be okay, however if possible breakdown each goal.

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

**Presenter:** Jay Sullivan

**Next Meeting:** November 22, 2013

**Location:** Conference Room, Building 1