

# Assessment Coaching Committee (ACC)

Wednesday, September 3, 2014  
10:00 am – 11:00 am  
Conference Room, Building 10

**Chair:** Jay Sullivan

**Vice-chair:** Brian Miller

**Secretary:** Caroline Hardee

**Members Attending:** Caroline Hardee, Marcia Norwood, Shelby Phillips, Cecelia Scott, Jay Sullivan, and Tony Taylor

**Members Absent:** Ted Clayton, Keith Lyon, Brian Miller, Marcia Norwood

## Minutes from Meeting September 3, 2014

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

**Discussion Item:**

- Jay welcomed each member of the committee

**Action Taken or Recommendation:**

- Committee members introduced themselves and the departments they represented at the college.

**II. Agenda Item:** Purposes

**Presenter:** Jay Sullivan

**Discussion Items:**

- Jay provided committee members a handout that listed the 9 purposes of the Assessment Coaching Committee. The purposes of the committee were discussed

**Action Taken or Recommendation:**

Jay shared the following suggestions/recommendations:

- Assessments don't always have to be quantitative; they can be qualitative measurements of success too.
- Our role as assessment coaches is to train the trainer. SharePoint would be discussed at another time.
- Members were encouraged to attend any assessment conferences based on fund availability. Jay stated there are many webinars that are generally free, and he would forward any webinar opportunities that he knows of as they become available.
- Members were asked to forward any suggestions to the Institutional Effectiveness Office.
- Jay would like our committee to provide at least one professional development workshop to include 1 – 2 sessions on assessment. He shared that he would like to see each committee member be a part of each session. The assessment website, Libguide

will continue this year and email campaigns will continue, too. There was discussion among the committee members how often the newsletter should go out. It was decided that it should go out one time each semester. Annual committee reports will be shared towards March and April.

- It is our job as assessment coaches to promote and document all of our good work, both qualitative and quantitative.
- The assessment handbook is in place and he will bring it to the committee to review.
- It is not expected for our committee to become an expert on SACSCOC standards. He stated that if we do everything in sections A – H on the Purposes handout, then the “I” section will be accomplished.

### **III. Agenda Item: Rotation Schedule**

**Presenter:** Jay Sullivan

#### **Discussion Items:**

- Jay shared the new step towards committee appointments.

#### **Action Taken or Recommendation:**

- A handout was distributed and discussed that showed the 2014-2015 rotation schedule.

### **IV. Election of Officers**

**Presenter:** Jay Sullivan

#### **Discussion Items:**

Jay asked for volunteers for the Vice Chair and Secretary positions for the committee. No volunteers came forward for the Vice Chair position. Jay then recommended Dr. Keith Lyon to serve as Vice Chair for this year. Tony Taylor made a motion to accept Dr. Lyon for Vice Chair position, and Cecelia Scott seconded the motion. Caroline Hardee volunteered to continue as secretary, a motion was made by Jay and the group accepted the motion.

### **V. Action Plan**

**Presenter:** Jay Sullivan

#### **Discussion of Items:**

Jay asked for any ideas/suggestions to implement into the Action Plan.

- Marcia Norwood suggested that a PDI – SACSCOC 101 be offered for new employees. This PDI would inform new employees about assessment. Jay questioned whether or not this PDI should be offered through our committee or the SACS Leadership committee.
- There was discussion among the group about the Libguide Newsletter. It was decided that it would be distributed once a month through email.
- Caroline Hardee mentioned the upcoming rubric PDI to be offered by Dr. Ange. Jay suggested that our committee “piggy back” on the upcoming PDI to share how rubrics are tied into the assessment cycle.

**Next Meeting:** September 25, 2014 at 4:00 pm  
Room, Building 9

**Location:** Conference