

Planning and Assessment Council Meeting Minutes

October 10, 2018

Room 160 of the Thames Learning Resource Center (Building #7) on the City Park Campus

Members present:

Patricia Ross, Director, Research and Planning
Brian Auriti, Manager, Institutional Research
Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
Harold Gaspard, Chair, Deans' Council
Ralph Johnson, Vice Chancellor for Business and Administrative Affairs
Cherie Kay LaRocca, Director of Right Path Initiative and Academic Pathways
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

Assessment Liaisons present:

Jennifer Bennett, Assistant Dean, Arts and Humanities
Theresa Degruy, Assistant to the VCSA and City Park Campus Executive Dean
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health
Danielle Isaac, Executive Dean's office, West Bank
Karen Laiche, Policy/Accreditation Specialist
Karen Muhsin, Assistant Dean, Business and Technology
Stacey Thompson, Executive Dean's office Charity School of Nursing

Dr. Ross welcomed two new members to the Council: Dr. Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost and Theresa Degruy, Assistant to the VCSA/City Park Campus Executive Dean who will serve as an assessment liaison.

A motion to approve minutes was made by Harold Gaspard and seconded by Brian Auriti for the February 16, 2018 meeting. Approval was unanimous.

Dr. Ross unveiled the new web pages for Research and Planning. The new pages can be found at:
<http://www.dcc.edu/administration/offices/research>

Dr. Sarwar provided the Vice Chancellor's charge:

Charge to 18-19 Planning and Assessment Council:

1. **Complete the 17-18 Planning and Assessment Cycle** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 17-18 Desired Outcomes.
2. **Begin and complete the 18-19 Planning and Assessment Cycle** – Develop Desired Outcomes, link to Institutional Goals, set Targets, and determine Strategy and Assessment Method in the beginning of the year. Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 18-19 Desired Outcomes by the end of the academic year.
3. Review the Key Performance Indicators (KPI's) that correlate unit assessments to the College's Strategic Goals.

The Unit Assessment Plan template can be found under the A&P Forms and Procedures page.

<http://www.dcc.edu/administration/policies/forms/assessment.aspx>

Dr. Ross emphasized the importance of programs working to ensure uniformity in communicating Program Outcomes (Program Student Learning Outcomes) and shared the Bossier Parish example:

<http://www.bpcc.edu/catalog/current/technologyengineeringmathematics/aas-computerinformationsystems.html>

All programs are being asked to submit their Student Learning Outcomes (SLO's) to the curriculum committee for review before the end of this academic year. The goal is to have those Program SLO's 'published' in the catalog for 2018-2019. This would create an institutional 'repository' of SLO's they could be easily updated and accessed.

Dr. Myers commented that, from accreditation perspective, Nursing calls them End-of-Program Student Learning Outcomes and would like to know if we could consider calling them End-of-Program Student Learning Outcomes because it (using Student Learning Outcomes) will eventually cause problems.

The Planning and Assessment Cycle was reviewed with the group:

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-4352>

The Communication Plan for Fall Semester will be delayed by a few weeks as a result of the recent appointment of Dr. Wainwright as Delgado's new Chancellor:

- 1) **Chancellor Email #1 to College (Beginning of Year)** regarding the importance of assessment process and cycle to continuous improvement, as well as accreditation. **When: September**
- 2) **VCAA Email #1 to 85+ Unit Heads (Beginning of Year)** regarding importance of assessment plans, and *copied to liaisons*. Email to request them to work with their liaisons to finalize previous academic year plans if not done so already and to begin to develop current academic year plans. **When: September after Chancellor Email #1**
- 3) **Assessment Coordinator Email #1 to Liaisons (Beginning of Year)** - Email from Assessment Coordinator to liaisons requesting they work with unit heads to complete previous year plans and provides specific information for liaisons on what is expected in working for units to develop plan, set goals, determine assessment methods, set targets, etc. for current academic year plans. (Liaisons can forward this information to their unit heads to begin working with them on their plans.) **When: September after VCAA Email #1**

Assessment Committee Chairs provided updates to the council:

Kathy Favret, Chair, Faculty Evaluation and Improvement of Instruction Committee

Timothy Stamm, Chair, General Education Assessment Committee

Patricia Ross, Chair, Program Review Committee

Faculty Evaluation and Improvement of Instruction Committee report, Kathy Favret, Chair of the Committee provided an update. We've been struggling with the Class Climate Student Opinion of Instruction (SOI) survey. IR is working with representatives of Canvas and the LCTCS office to correct the issues. We're trying to find ways to increase participation. We are revising supervision evaluating forms. Jennifer Bennett stated that there is no place for faculty rank on the surveys and Ms. Favret said that she would look into it.

General Education Assessment Committee report, Tim Stamm – Chair of the Committee provided an update from the General Education Assessment Committee: The General Education Assessment process continues to be on-going at the College. In the Fall 2018 semester, reviewers are examining artifacts collected during the Spring 2018 semester. Summary information regarding student attainment of General Education competencies and plans to improve the General Education experience will be discussed at the Committee's next meeting. During the Fall 2018 semester, selected faculty have been asked to submit artifacts for analysis during the Spring 2019 semester.

Program Review Committee report - Patricia Ross, Chair of the Committee, provided an update. The VCAA and the Academic Deans agreed over the summer to move our calendar back to an academic calendar (from an annual calendar). We have 16 faculty members that are program reviewers and our IR Manager, Brian Auriti, works closely with them to collect data for their reports.

LCTCS has revised policy #1.014 assessment. Dr. Ross shared the LCTCS Assessment policy update and lead a discussion about how to respond to the following:

[“Criteria for student achievement, goals for each criterion, written plans for assessment processes, and publication are integral to each institution’ Strategic Plan and, along with the results of such measures, are expected to be available to the public.”](#)

Last September the new 2017-2021 Strategic Goals and Objectives were presented and this year Patricia Ross and Brian Auriti shared a draft of Delgado’s Dashboard to track progress of Strategic Goals and Objectives through Key Performance Indicators or KPI’s. The Office of Research and Planning will update the document annually and report to the Planning and Assessment Council at the fall meeting.

Dr. Ross asked that if Council members have ideas for improving the Dashboard, suggestions are always welcome. Ralph Johnson said he had some reports that would be helpful and will email it to Brian Auriti and Dr. Ross. Dr. Myers regarding Strategic goal 2:A-4, licensures, certifications, etc. could be added.