

Planning and Assessment Council Meeting

Minutes 2/10/17

Chair: Patricia Ross

Members Present: Peter Cho, Kathleen Curphy, Cherie Kay Larocca, Stanton McNeely, Cheryl Myers, Juan Ren, Janet Gauthier- Stephens, Karen Laiche, Karen Muhsin, Timothy Stamm, Beth Nolan

The Spring Semester Planning and Assessment Council meeting was held Friday, February 10, 2017 from 1:00pm – 2:30pm in Room 160 of the Thames Learning Resource Center on the City Park Campus.

Introductions were made and minutes from 9/27/16 were approved.

Liaisons met 1/31/17 to discuss Planning and Assessment Cycle changes. Those changes were shared with the Council and approved. Karen Laiche updated the College's [Planning and Assessment webpage](#) to reflect the changes (direct link below):

16-17 Planning and Assessment Cycle

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

It is time now to plan for the second half of 2016-2017 and to begin gathering evidence for Findings and Use of Results for continuous improvement for each unit's 16-17 Desired Outcomes.

We were reminded of the Vice Chancellor's charge:

Charge to 16-17 Planning and Assessment Council:

1. ***Complete the 15-16 Planning and Assessment Cycle*** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 15-16 Desired Outcomes.
2. ***Begin and complete the 16-17 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 16-17 Desired Outcomes by the end of the year.
3. ***Complete a final evaluation of the College's achievement of its 2011-2016 Strategic Plan goals.***

Stanton McNeely and Dr. Curphy gave an update on preparing for the next Strategic Planning process.

We received updates from each of the Assessment Committees.

Faculty Evaluation and Improvement of Instruction Committee – Kathy Favret was in class, so Patti Ross read her report:

The Faculty Evaluation and Improvement of Instruction Committee is charged this year with adding a modality section to the newly piloted SOI. This section will have 3-5 statements specific to online, hybrid, lab, and clinical classes. We began work on this

project in the fall and will complete it this spring. While considering options for this section, the committee began to question whether it might be better to have 5 separate SOIs, each addressing one modality, rather than one generic SOI with a small modality section. For the time being, we will proceed with the separate modality section.

Dr. Curphy informed me that the compatibility issues with the scantron machine and Class Climate have been resolved and that the SOI results should be available to instructors in a few weeks. We are anxiously awaiting feedback from the SOI pilot to determine if any modifications are necessary. The second pilot SOI will be disseminated this spring. The schedule is currently being discussed.

Program Review Committee – Patti Ross reported that the Program Review Committee met February 3 and were presented with Executive Summaries for the following programs:

Culinary Arts, A.A.S. / TCA's Culinary Arts: Line Cook, C.T.S. Culinary Management, C.T.S. Pastry Arts, C.T.S.	Shaye Hope
Accounting, A.A.S. / C.T.S, TCA	Crystal Andrews
Audio Engineering, Music Business, TCA's	Michael Santos
Care & Development of Young Children, A.A.S / TCA's	Michael Santos
Clerical Automation, TCA	Krista Lawrence
Computer Aided Design and Drafting, A.A.S. / C.T.S./TCA's	Donald Davenport
Cosmetology, T.D. and Barbering	Douglas Brewster
Electrical-Electronics Engineering Technology, A.S./TCA	Warren Punecky
Funeral Service Education, A.A.S.	Michael Santos
Horticulture, C.T.S.	Douglas Brewster
Motor Vehicle Technology, A.A.S. / C.T.S./ TCA's	Krista Lawrence
Nuclear Medicine Technology, P.A.C.	Juan Ren
Pharmacy Technician, C.T.S.	Juan Ren
Radiologic Technology, A.A.S.	Patti Ross
Veterinary Technician, A.A.S.	Mark McLean
Visual Communication – Graphic Design, A.A.S	Elizabeth Felty

Program Review Subcommittee meetings were held January 13, 20 and 27 following Convocation presentation. The Program Review Committee reviewed the recommended 'Procedures Guide' and 'Annual Program Review Cycle Template'. These documents will be presented to Dr. Curphy for review and presentation to Academic Affairs and Dean's Councils.

General Education Assessment Committee – Tim Stamm has been busy working on a process for Discipline Assessment. When design of the process is complete, disciplines will follow a cycle similar to our current Program Review.