

Planning and Assessment Council Meeting

Minutes for September 27, 2017

In attendance:

Chair: Patricia Ross, Coordinator, Program Review and Assessment

Members:

Brian Auriti, Manager, Institutional Research

Peter Cho, Executive Dean, West Bank Campus

Harold Gaspard, Chair, Deans' Council

Ralph Johnson, Vice Chancellor for Business and Administrative Affairs

Stacey Thompson for Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

Assessment Liaisons:

Jennifer Bennett, Assistant Dean, Arts and Humanities

Lesha Coulon, Assistant Dean, Technical Division/ Site Manager – Jefferson Site

Janet Gauthier-Stephens, Assistant to the Dean, Allied Health

Karen Laiche, Policy/Accreditation Specialist

Karen Muhsin, Interim Assistant Dean, Business and Technology

Beth Weindel, Administrative Program Specialist, Library Services/ Curriculum and Program Development

Kiedra Williams, Director of Technical Programs, Technical Division

Assessment Committee Chairs:

Patricia Ross, Chair, Program Review Committee

Tim Stamm, Chair, General Education Assessment Committee

Introductions of new members were made (Brian Auriti, Manager, Institutional Research and Ralph Johnson, Vice Chancellor for Business and Administrative Affairs)

Minutes from the February 10, 2017 meeting were approved.

Dr. Ross made a presentation on the *Importance of Assessment and Rigor* and referenced the Louisiana Board of Regents Low Completer's Report and the LCTCS Board of Supervisors PHI recommendations.

We reviewed the Planning and Assessment Council's Delgado web page. Most of the resources needed for our Annual Unit Assessment Plans are located there.

Dr. Fos, our Vice Chancellor for Academic Affairs and Provost was unable to attend, but submitted his charge to the committee:

Vice Chancellor's charge:

Charge to 17-18 Planning and Assessment Council:

1. **Complete the 16-17 Planning and Assessment Cycle** – Report and provide evidence for Findings and Use of Results for continuous improvement for each unit's 16-17 Desired Outcomes.

2. ***Begin and complete the 17-18 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 17-18 Desired Outcomes by the end of the year.
3. Complete the final evaluation of the College's achievement of its 2011-2016 Strategic Plan goals.
Going forward: Review the cycle summary report that correlates unit assessments to the College's Strategic Goals and the Mission annually.

Kathy Favret, Chair of the Faculty and Improvement of Instruction Committee was unable to attend, so no update was reported.

Tim Stamm, Chair of the General Education Assessment Committee submitted an update. The General Education Assessment Committee is collecting artifacts from the Fall semester for review at the Spring meeting. Courses for Spring are being identified as the Spring 2018 schedule is developed. Artifacts will be distributed to reviewers and evaluated for review by the Assessment Committee.

Patti Ross reported that one third of our programs are under review this year and that Executive Summaries from our Program Review Committee reviewers and Lead Faculty will be presented at the November meeting.

The Planning and Assessment Council meets to provide oversight and coordination for the current year cycle. Following our Communication plan, the Chancellor sent out her communication to faculty and staff regarding the importance of the assessment process to continuous improvement on September 19th. Dr. Fos, Vice Chancellor for Academic Affairs will send his communication early next week to Planning Unit heads requesting they finalize previous year plans and begin to work with their liaisons to develop current year plans.

Our 2017-2021 strategic goals and objectives were approved by College Council 8/22. We discussed the importance of tying Annual Unit Plan Assessment Goals to the Strategic Planning Goals. We have begun to identify Key Process Indicators to track our progress. Our plan is to review our progress annually at the September meeting of the Planning and Assessment Council.

A draft of the Strategic Plan was sent to the Strategic Planning Team (which included a review of the College's 2011-2016 Strategic Plan) on behalf of the Chancellor 8/24.

A draft of the Strategic Plan was sent to the Planning and Assessment Council (which included a review of the College's 2011-2016 Strategic Plan) 9/19 with a request to review in advance of our 9/27 meeting.

The Planning and Assessment Council reviewed the Final Evaluation of the College's 2011-2016 Strategic Plan (Section 3.3 of the 2017-2021 Strategic Plan) at our 9/27 meeting. After discussion, Tim Stamm motioned and Peter Cho seconded the motion to approve. The motion was unanimously approved.

A Review of the draft of the 2017-2021 Strategic Plan followed. The Council agreed to accept the Plan with revisions to follow.

The next meeting of the Planning and Assessment Council will be in February 2018.

Respectfully submitted,
Dr. Patricia Ross