

Planning and Assessment Meeting Minutes
Tuesday, September 27, 2016
Learning Resource Center, Room 160

Chair: Patricia Ross

Scribe: Yvette Alexis

Attendees: Cheryl Myers, Peter Cho, Cherie Kay La Rocca, Jennifer Bennett, Karen Laiche, Janet Stephens, Karen Muhsin, Harold Gaspard, Elizabeth Weindel, Timothy Stamm, Kathy Favret, Juan Ren, Traci Smothers, Kathleen Curphy, Tamica Duplessis, Stanton McNeely, and Keidra Williams.

Minutes from 2/19/16 were approved (H. Gaspard & P. Cho)

Charter/Policies and Procedures

The Charter and Policies and Procedures for Planning and Assessment were reviewed. Each function was identified and the purpose of the Council was discussed. Each liaisons and unit heads were asked to review assignments for accuracy.

Calendar

The Planning and Assessment calendar was reviewed. During the February 19, 2016 meeting chaired by Ashley Chitwood the Council voted unanimously to change the assessment cycle from one year to two. It was decided that this decision will be tabled for further discussion by a motion from Dean Gaspard and Dr. Cheryl Myers.

Vice Chancellor's Charge

Dr. Curphy gave the council its charge which included completing the 2015-2016 Planning and Assessment Cycle and beginning the 2016-2017 cycle, as well as a final evaluation of the College's 2011-2016 Strategic Plan.

Overview

Tim Stamm asked that we develop plans with the intent of supporting the college mission and strategic plan and not put all our emphasis on associating assessment with SACS. The process for assessment was changed after the 2005-2006 cycle. SACS applauded our process during the last visit. We use an 18 month cycle instead of a 12 month cycle. This allows us time to monitor any changes that were make. We are currently on track but we need to focus on submitting better Use of Results to strengthen our Continuous Quality Improvement cycle. We are in year one of the SACSCOC five year interval review.

Communication Plan

Karen Laiche explained that the Communication Plan begins with the Chancellor's email emphasizing the importance of Assessment and Improvement followed by an email from Dr. Curphy encouraged everyone to complete 15/16 plans and start 16/17 plans. Plans are due at the end of each semester.

Updates from Assessment Committees

Faculty and Improvement of Instruction Committee:

Kathy Favret announced that she was the new chair. She said she was not aware of what implementation tool will be used this semester and that she was waiting on Dr. Curphy. Kathy stated that the task force designed a new SOI last year. A pilot was launched in the spring, and the response was good. Dr. Curphy advised that paper and pen surveys will be used for face to face classes. Online and hybrid classes will complete the surveys in Canvas. She also shared that her office was reviewing scanner software so everything will be in place for deployment. This will provide useable data for promotion process and faculty evaluations. Karen Laiche stated that in the past paper and pen evaluations were done using Scantron.

General Education Assessment Committee:

Tim Stamm provided a review the activities of the General Education Assessment process at the College, and noted the work of the General Education Assessment Committee in reviewing and evaluating the results of the assessment reports. He provided a brief overview of the General Education Assessment process, to include the timelines for review at the course level and at the programmatic level. Since 2004, the College has used a process that reviews student artifacts from various courses comprising the General Education core to determine the points at which students are introduced to, develop, and achieve mastery of the published General Education competencies. The Committee is on-task to review reports from the current year, and will meet in the Spring 2016 semester.

Program Review Committee:

Dr. Ross stated that the Program Review Committee will meet on Friday 9/30. She stated that now we are on three year cycles and 33.3% of our programs will be follow Delgado's Program Review Process as well as the Program Health Index. Dr. Ross asked that the reviews be submitted at the end of October so she can review them before forwarding Program Review to the Curriculum Committee for their approval on November 18 and Program Health Index to the Chancellor to submit to LCTCS by the December deadline.

Update on Strategic Plan

Stanton stated that the college has begun working on the 2016-2021 Strategic Plan. The LA 2020 goals will be incorporated. An evaluation of the 2011-2016 is underway.

Next Steps

The liaisons will meet in early November and during convocation. The whole group will meet Feb/March. The schedule for the whole group will be February and September. The liaisons will meet more often.