**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Thursday, August 22, 2019; 1:00 pm – 2:30 pm; LA 138**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt, Joy Garrett (absent), Kim Jones (absent), Rob Lowing, Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett (absent), Patricia Hill, Brandon Tucker, Jason Withrow, Tom Zimmerman

Guests: Dale Petty, Allan Coleman, Scott Malnar, Kimberly Hurns, Sera Bird

## Updated minutes from the meeting of 7/22/19 were approved.

## Minutes from the meeting of 8/6/19 were approved.

## Review agenda – Move CFIET and CVIET2 program submissions to discuss with Dale Petty.

## Announcements – General report on numbers for courses assessed. Most programs now have an assessment plan. Focus efforts on identifying what holds faculty back from assessing courses. More administrative presence (deans) in C&A meetings going forward to facilitate faculty participation in assessment.

## Discussion

1. Limited Review – Both
2. DEN 120 Patient Records (3YR) – recommended approval
3. DEN 129 Patient Assessment (3YR) – recommended approval
4. DEN 131 Principles of Dental Specialties (3YR) – recommended approval
5. MEC 101 Modeling and Blueprint Reading (CC) – recommended approval with suggested changes to course description and outcome #4
6. NCT 101 Introduction to Computerized Machining (CNC) – I (3YR) – recommended approval with suggested changes to description and outcomes #1 (language and clarification of tool) and #3 (language in relation to tool)
7. RAD 223 Sectional Anatomy (3YR) – tabled: changes in outcomes should be reflected in course description and objectives
8. SUR 109 Sterile Processing Seminar (3YR) – recommended approval with suggested changes to description; flip objective #4 and outcome #3
9. APPTA Physical Therapist Assistant (PC) – recommended approval
10. APRAD Radiography (PC) – recommended approval
11. APST Surgical Technology (PC) – recommended approval
12. CFDAC Dental Assisting (PC) – recommended approval
13. CFIET Industrial Electronic Technology (PAP) – recommended approval with suggested changes to define abbreviations
14. CTRBUS Retail and Business Operations Certificate (PAP) – recommended approval
15. CVIET2 Industrial Electronics Technology II (PAP) – recommended approval with suggested changes to standard of success; define abbreviations
16. CVIET2 Industrial Electronics Technology II (PC) – recommended approval with suggested changes to language describing electives
17. Limited Review - Curriculum
18. APNURL Nursing, Licensed Practical Nurse to Registered Nurse (PC) – recommended approval
19. APNURS Nursing, Registered (PC) – recommended approval
20. Informational Only – Curriculum
	1. BMG 201 Entrepreneurship II – Market Planning (CI) – no concerns
21. New: Full Review – Assessment
22. BIO 147 Hospital Microbiology (CAR) – good review of previous assessment report, and great presentation and discussion of results in report; suggestion to attach raw data
23. CIS 100 Introduction to Computer Productivity Apps (CAR) – great sample size, good discussion of past results as compared to current report, and excellent presentation of data; suggestion to include specific percentages of students who achieved standard of success
24. CNT 206 Internetworking I – Fundamentals (CAR) – suggestion to include more narrative on strengths and weaknesses and how to improve student success
25. CNT 216 Routing and Switching Essentials (CAR) – good reflections on strengths and areas for improvement, and good detail regarding challenging skills; no suggestions
26. CPS 141 Introduction to Programming Using Python (CAR) – good discussion on assessment tools and the course as a whole, great intended changes; suggestion to include specific percentages of students who achieved standard of success
27. ESL 023 High Beginning ESL Reading and Writing (CAR) – good review of previous assessment report and effects of implemented changes on the current assessment, and nice intended changes; no suggestions
28. ESL 134 Intermediate ESL Reading (CAR) – good narrative of previous assessment, and great discussion on the results for each outcome; no suggestions
29. NUR 115 Pharmacology (CAR) – nice breakdown and explanation of data, great analysis of outcome results, and good plan to link current outcomes to final exam; suggestion to include data from all sections in future assessments
30. SUR 109 Sterile Processing Seminar (CAR) – good explanation of assessment tool, great reflections, and nice analysis of each outcome; suggestion to consider assessment tools to further identify strengths and weaknesses
31. SUR 241 Clinical Education II (CAR) – nice, concise report with great reflections on assessment data and results; good plan for continuous improvement; suggestion to consider assessment tools to further identify strengths and weaknesses
32. SUR 250 Surgical Technology Seminar (CAR) – great reflections on assessment data and results, and good identification of areas needing improvement; suggestion to add intended change to action plan
33. CFIET Industrial Electronics Technology (PAR) – great sample size, good explanation of necessary revisions to outcome #1, nice discussion of strengths/weaknesses; suggestion to revise section IV related to ELE 111
34. CTRBUS Retail and Business Operations Certificate (PAR) – very clear, thorough narrative, great explanation of assessment data and method, great identification of strengths/weaknesses at the course level; suggestion to consider embedding assessment tool into course
35. CVIET2 Industrial Electronics Technology II (PAR) – great sample size, nice reflections on each outcome, excellent changes at the course level, and very organized and detailed data attached to report; no suggestions

**Further discussion is needed as far as implementing consistent standards for attached data, with the understanding that the quality of data (pass/fail vs. percentages) and availability of data may vary from course to course depending on the assessment tool.**

**With the exception of BIO 147 and CNT 206, no major concerns were identified for new assessment submissions. The Committee therefore agreed to mark these items as reviewed using comments from Assessment Committee members’ posts on the Blackboard discussion forum.**

**Adjournment**