**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Thursday, September 26, 2019; 2:00 pm – 3:30 pm; LA 263**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt, Scott Britten, Joy Garrett, Valerie Greaves, Rob Lowing (absent), Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Eva Samulski, Victor Vega, Jason Withrow, Tom Zimmerman

Guests: David Clipner, Lisa Nelson, Sera Bird

## Minutes from the meeting of 9/19/19 were approved.

## Review agenda – AUD courses moved up to discuss with David Clipner.

## Announcements – Discussion of Assessment Data Collection will take place in today’s meeting.

## Discussion

1. Full Review – Both
	1. MED 241 Medical Assistant Practicum (NC) – recommended approval with suggested changes to course description
	2. MED 245 Medical Assisting Credentialing (NC) – recommended approval with suggested changes regarding certification exam in description, outcomes and objectives; grammatical errors in objectives
2. Limited Review – Both
	1. AUD 286 Music/Audio Project and Portfolio Production (CC) – recommended approval with suggestion to delete Outcome #3
	2. BIO 227 Biology of Animals (3YR) – recommended approval with suggestion to clarify assessment tools
	3. CEM 122 General Chemistry II (3YR) – recommended approval with suggested change to description; great follow-through from recent assessment report
	4. CEM 222 Organic Chemistry II (3YR) – recommended approval with suggested clarification of intended change to Outcome #4 from assessment report
	5. GLG 104 Weather (3YR) – recommended approval with suggested clarification of assessment tool for Outcome #2
	6. GLG 110 Geology of the National Parks and Monuments (CC) – recommended approval with the proviso that the assessment tools and method are clarified
	7. GLG 114 Physical Geology (CC) – carryover to 10/3/19 meeting
	8. SUR 181 Surgical Procedures I Lab (CC) – carryover to 10/3/19 meeting
3. Limited Review – Curriculum
	1. AUD 245 Composition and Arranging for Keyboard (CC) – recommended approval
	2. AUD 248 Introduction to Live Sound (CC) – recommended approval
	3. AUD 275 Advanced Audio Recording (CC) – recommended approval
4. Informational Only – Curriculum
	1. ELE 284 Control Logic Programming (CI) – carryover to 10/3/19 meeting
5. Full Review – Assessment
	1. ABR 112 Introduction to Automotive Refinishing (CAR) – good discussion of strengths, elements of the course helping student learning and intended changes; suggestion to list intended changes at the end of the report
	2. ROB 110 Robotics I – II (CAR) – great discussion of assessment tools, areas of strength, and ways faculty can promote continuous improvement; suggestion to include discussion from Outcome 2 and 3 to intended changes

The Curriculum and Assessment Committees held a discussion regarding assessment data collection for assessment reports. Having data attached to assessment reports has always been a requirement, but the Committees agreed that this requirement needs to be clear and consistent. The procedures or guidelines need to be amended with clarifications and additional examples of data and re-communicated to faculty with the full support of the Committees.

Assessment data is important in terms of HLC accreditation and for the Committee’s review process. Committee members also noted that assessment is helpful for other faculty involved in teaching the course currently or in the future.

The Committees identified the following questions needing resolution:

Committee’s expectations of data:

1. What does the Committee look for in attached data?
	1. Data should be meaningful and provide additional, helpful information to both the faculty preparer and the committee.
	2. How do we define “summary” data?
		1. Some reports present the number of students and percentage of students who achieved the standard of success in the body of the report instead of attaching.
	3. How do we define “detailed” data?
	4. How do Committee members use the data?
		1. Confirm data lines up with report
		2. Clarify results in the reports
	5. What type of data will the committee require?

Requirements and guidelines for faculty:

1. What are the requirements or guidelines for faculty assessing courses?
	1. Clarify requirements for data
		1. Is there a required format? Faculty who attach data do so in a range of ways: hand-written analysis on paper scanned and uploaded, tables/graphics in Word, Excel, Blackboard reports
	2. Provide additional guidelines
		1. Examples of meaningful and useful data
		2. Update procedures with references to data
2. What requirements should be applied to any course, regardless of the number of students or type of course?
3. Should sample questions be a requirement?
	1. The majority of Committee agreed this should be removed as a requirement.
	2. Perhaps suggest faculty hold on to these until submissions are approved, in case clarifications are needed after Committee review.
4. Should rubrics/checklists be a requirement?
	1. Committee noted these are usually not attached, but can be helpful in clarifying reported results.

Communication of clarified requirements:

* + - 1. When and how will the clarified requirements be announced?
			2. Who should make the announcement?
			3. When will we implement any requirements?

Enforcement of assessment requirements and expectations (i.e. data attachment):

1. How can the Committees support the Department Chairs, Deans and C&A Office, with regards to assessment data?
2. Should we have “Assessment Coordinators” who are connected to the Committee in some way and/or at an Administrative level?
3. What is the procedure if faculty refuse to submit assessment data?

**Adjournment**