TMCC
Truckee Meadows Community College

Faculty Senate Academic Standards and Assessment Committee

MEETING MINUTES MAR. 6, 2020

SIER 209, 9-11 a.m.

Meeting called to order: 9:02 a.m.

In attendance: Sam Byington, Gabriel Chavez, Tara Connolly, Melissa Deadmond, Jinger Doe, Cate Edlebeck, John Fitzsimmons, Meeghan Gray, Mark Maynard (Chair), PJ Mitchell, Jennifer Pierce, Brian Ruf, Karen Wikander

Absent: Cheryl Cardoza, Ana Douglass, Sabrina Ladd, Sharif Rumjahn, Stephanie Walden

Guests: Amber Anaya

Approval of the February 14, 2020 Minutes

A motion and a second was made by Meeghan Gray and Sam Byington respectively to approve the February 14, 2020 meeting minutes. The motion passed with 1 abstention.

Discussion of Syllabi Template/Handbook/Academic Dishonesty Policy

Chair Maynard suggests a handbook to house all policies with a signature acknowledgement from students that they are aware of these policies and know where to find them. The Academic Dishonesty Policy will be included in this collection of documents. There is no single point of entry for students. Suggestions received were to have the student sign off at the beginning of each semester. The template for the syllabus would be housed separately in a collection of resources and will describe what is required on the syllabus. The instructor could then provide a link to the student handbook. Other suggestions were to create an icon for the student handbook on the website and a corresponding mobile app for students.

GELO & Diversity Taskforce Report

The taskforce will start with the WICHE outcomes in the Fall with the focus on diversity, human relations, and US/Nevada Constitution in Spring 2021.

Review and Evaluate Business PUR

Chair Maynard reviewed the comments on the PUR rubric under each evaluation criteria: Initial, Emerging, Developed, Highly Developed, and Suggestions/Comments. The PUR Handbook can be found on the TMCC.edu website.

I.   **Program Unit Overview:** The committee voted this item as Developed. The discussion circled around why skills versus the achievement certificate are separate and what entry level versus intermediate achievements mean on the job. There were no program outcomes listed. They were included in program assessment later in the PUR Rubric. The committee recommended to begin tracking certificates.

II. **Current Status of the Program Unit:** The committee voted this item Developed. Suggestions made were to: include dean and VPAA reports, set milestones to accomplish in a set amount of time, include recommendations in the summaries, and include more supporting data.

III. **Program Curriculum and Offerings:** The committee voted this item Developed. Suggestions received were to resolve any prerequisite misinterpretation, remove the comment "shall be resolved," pressure the sales representative to work with a Disability Resource liaison, add popular class times that work with student schedules, note when a continuation class is required, document student-centered scheduling, add faculty to fill day classes, and determine whether it is a part-time faculty issue. It was noted as a positive that the entire business degree could be obtained at the Meadowood Campus.

IV.   **Program Assessment:**

a. The committee voted this item as Developed. It was noted the PLO's were well-mapped and discrepancies are acknowledged. Suggestions were to provide progress data and to track and provide for areas noted as works in progress.

b. This was voted by the committee as Emerging with the suggestions to rewrite PLO's with appropriate verbs.

c. This was voted by the committee as Emerging with the following comments: lacks GenEd assessment, should go through the Curriculum Review Committee, there is room for improvement, and it was acknowledged the Business Department is aware of these items noted and are planning to implement them.

d. This was voted by the committee as Emerging with suggestions to add program outcomes and mapping, use objective descriptions with supporting data, and it was noted many classes are mapped to PLO's but the analysis is missing.

e. This was voted by the committee as Emerging with the suggestions to improve using the Closing the Loop process to further define measurements to be tracked and add them gradually over the course of the 5-year PUR cycle or assessment cycle.

V.   **Enrollment:** This was voted as Developed by the committee. It was noted there were unsuccessful attempts from students enrolling in ECON 102 and ACC 201. It was noted many students did not meet the prerequisite. The table provided by Institutional Research shows the classes were full. The ASA committee recommends to determine the reason, address, and clarify. It was also recommended to determine if more sessions of these popular classes can be offered.

VI.   **Student Success:** This was voted as Developed by the committee and the main question from the ASA committee was for the BUS 117 course versus the corequisite; are the remedial skills there, and to please clarify.

VII.   **Resources:** This was voted as Emerging by the committee with comments to obtain capital improvements, software, and Professional Development funds. It was also suggested to provide a "why" for another full-time faculty member and to tie this request into program outcomes and student-centered scheduling needs.

VIII.   **Future Directions:** This was voted as Developed. Comments made were to include something in the 5-year plan and specify completion dates for timelines and milestones. It was recommended to add timelines and specific strategies.

Final Comments:

The excellent work and collaboration done by the self-study committee was noted.

Old Business

Chair Maynard reminded the committee they may recuse themselves if their department is up for a PUR.

New Business

None

Meeting adjourned: 10:48 a.m.