

ACADEMIC STANDARDS AND ASSESSMENT MINUTES

September 1, 2017

In attendance: Eric Bullis, Sam Byington, Cheryl Cardoza, Melissa Deadmond, Tanya Farnung-Morrison, Anne Flesher, Meeghan Gray, Mark Maynard, Joylin Namie, Brian Ruf (chair), Sharif Rumjahn, Cheryl Scott, Karen Wikander

Absent: Natalie Brown, Lori McDonald

Guests: Amber Anaya, Jill Channing, Virag Nikolics

Call to order: 10:02 a.m.

Introduction of members

Chair Brian Ruff opened the meeting and each attendee introduced themselves.

TOEFL Exam Update – Natalie Brown (Virag Nikolics)

Virag Nikolics presented updates to the Test of English as a Foreign Language (TOEFL) exam. TMCC follows the best practices of other universities when administering TOEFL and determining English proficiency. Students from Nigeria, Grenada and Singapore are exempt from TOEFL where English is either the nationally recognized language or one of them. All students are required to take proficiency placement tests such as Accuplacer. Virag reported that there are 20 incoming international students this year, 49 total. This is down from last year. She also announced the grand opening of the DISCO in RDMT 114 in October. There is a place there for International Students to hang out.

Expected PUR Schedule for AY 2017-2018 – Melissa Deadmond

Melissa Deadmond reviewed the PUR schedule for AY 17-18. There are six PUR's this year: Logistics Management, Psychology, Communications and Foreign Language, Radiological Technologies, Construction Technologies, and Computer Technologies/Information Technologies. There are three workshops: September 8 at 1:00 p.m. in SIER 102, September 22 at 1:00 p.m. in SIER 102, and October 6 which will be rescheduled due to the Faculty Senate meeting. Melissa suggested assigning captains. Cheryl pointed out that it will be easier to focus during the workshops if the captains are in place. A discussion ensued in which volunteers for Captain were taken: Eric Bullis—Logistics Management, Mark Maynard—Construction Technologies, Karen Wikander—Computer and Information Technologies, Meeghan Gray—Radiological Technologies, Cheryl Cardoza—Psychology, and Joylin Namie—Communication & Foreign Language. Melissa mentioned that the AGS degree is on the schedule for this year, but that the committee would need to discuss a good review template for a degree review that is not housed in a department. Cheryl Scott advocated for making sure the PUR authors are reviewing their data packets.

GenEd Rubric Discussion – GenEd Rubric Team (Melissa, Brian, Meeghan, Dan, Cheryl, Eric)

Melissa Deadmond discussed the GenEd Rubric. The GE assessment was needed for accreditation. Last year, we used rubrics as is and noted what worked and what did not. Brian Ruff asked what comments we received from the accreditation review. Melissa Deadmond said there were not a lot. Math pointed out that the critical thinking rubric was difficult to use for their needs and wants to offer suggestions. Cheryl Cardoza noted that a number of outcomes need to say "and/or" instead of just "and" on the rubrics.

Anthropology noted they went back and forth to determine what is acceptable/unacceptable and exemplary/marginal. This norming was time consuming. Cheryl Cardoza suggested to set parameters instead of common assignments. This works

when the department meets and picks one item for improvement. That item is done again in the next round to truly determine if improvement was made over time. Mark Maynard suggested picking ahead what you want to assess and adding it to the course syllabi.

A suggestion was also made to have a presentation about how to use these rubrics in Canvas. Members asked if they could have access to model courses that use these so they can see how it is done. The only issue with the new assessment software coming next year is with blind large assessments that need to access numerous sections instead of doing the assessment in one class. Melissa is looking into this with the software supplier.

Members discussed the new assessment posters and asked if we can get PDFs of those. There was some discussion of the forms we used last year. It was agreed that we would continue to use both the horizontal and the vertical forms for this year. Next year, we will enter information directly into the new software, so form development is not needed.

The committee requested more time to comment on rubrics and forms. It was agreed that members should review forms and rubrics and come prepared to discuss these at the next meeting. Melissa Deadmond agreed to that timeline.

Call for Nominations for ASA Committee Chair

Brian Ruf has been nominated as the Department Chair for Applied Industrial Technologies (AIT) and will be stepping down as chair of this committee. Nominations are open. The election will take place online to find a chair before next meeting. Cheryl pointed out the role of this committee chair on the Executive Committee for Faculty Senate. The position includes a course release for each semester. Brian asked committee members to watch email for the call for nominations and the election.

Old Business: none

New Business: none

Meeting Adjourned: 11:02 a.m.