

## Assessment Committee Meeting Notes: 2/27/2025

Attendees- Carlee Ranalli, Emily Boward, Ed Bass, Kate Benchoff, Courtney Anderson, Kati Kimble, Brandon Brereton, David Grimes

Absent- Tanda Emmanuel, Heather Barnhart, Nancy Arnone, Jamie Cannon, Dawn Nally, Jeannine Stonestreet, Carrie Hawbecker

Called to order- 2:33 pm

### Welcome

- Minutes from the last meeting were attached to the meeting invite.
- A motion to approve the minutes was made by Kate Benchoff and seconded by Emily Boward, approved unanimously.

### Current Survey Updates

- Kati and Alison have three major surveys deployed for the semester using Qualtrics.
  - Basic Needs Survey
    - Purpose is to unveil any housing insecurities, food insecurities, dependent care needs, transportation difficulties, and other challenges the students may be facing.
    - The results will help with determining programming and grants.
    - Results are being monitored in real time, and current data indicates that approximately 20-30% of students are reporting some type of challenge.
    - Survey will close on March 18.
  - Dual Enrollment Surveys – Early College Degree Program & Early College Access Program Students
    - Each survey has a separate version.
    - Aims to understand dual enrollment experiences and collect relevant data.
    - These 2 surveys will also close on March 18.
- Reports from these surveys will be shared with the committee and the campus community upon completion.

### Watermark

- There was a recent implementation meeting held with Watermark.
- Early adopters to receive access and begin testing in April.
- Kate would like to be added to the early adopter list.
- Alison will be working on integrating data from Colleague/Datatel.
- Follow up with Watermark regarding set up of Gen Ed courses.
  - Ensure data from various areas can be integrated for a full picture of Gen Ed outcomes.

## Committee Discussion

- Support for new hires in assessment processes.
  - Create resources or meetings to help new faculty and staff get oriented to assessment processes.
  - Assessment workshops or support sessions.
  - Use of existing Webinars from the previous Dean of Instruction.
  - Proposal for a workshop aimed at assessment during fall workshop week.
- Proposal for a voluntary course mapping activity for faculty during workshop week.
  - Help instructors align daily activities and assignments with course outcomes.
  - Create mini course maps or templates for visual alignment activity.
  - Benefits for faculty pursuing QM.
- Discussion on strategies to increase survey response rates.
  - Integrate surveys at critical student interaction points like during course registration or financial aid paperwork.
  - Example from UMBC: Automatic surveys to students withdrawing from courses or changing majors.
  - Graduation surveys to collect feedback from students nearing graduation.
    - Concern raised about missing students who do not reach graduation.
  - Potentially survey ENG-101 (ENG-112) students, as this course would provide a broad representation of the student body.
  - Discussed Fall 2024 course evaluation response rates but did not have exact figures during meeting. After review, the response rates for these projects were:
    - FA24 Course Evaluation Project (Includes all credit students except for trucking, nursing, and early college): 33%
    - FA24 Truck Project: 41%
    - FA24 Nursing Project: 52%
    - FA24 Early College Project: 12%
- Focus group planning
  - Look at areas in self-study where we struggle to get data and to target areas that need student feedback.
  - Writing Across the Curriculum (WAC) plans to organize student panels on topics like AI.
  - Opportunity for the committee to facilitate similar focus groups. Kate is interested in being involved.
  - Concern raised that focus groups may provide only a small representation of the student body.
- Non-Academic Assessment Development
  - Forming a subgroup to develop processes for non-academic assessments including areas like student registration and onboarding processes, finance, financial aid, and tutoring services.

- Review SLOA guide
  - Looking for any feedback from the committee members and any information to communicate to Kathleen.
  - Carlee to meet with Kathleen Monday and establish regular meetings with her.
  - Carlee to send out SLOA guidebook via email to assessment committee for members to review.

### Future Actions

- Next month's meeting is planned during the week of Middle States visit.
  - Plan for a limited agenda.
  - Review and discuss the SLOA guidebook.
  - Share any ideas and/or feedback from guidebook review.
- Resource for Guide to Shared Governance per committee member request:
  1. Go to the *Faculty/Staff* tab on our main page.
  2. Click the *Shared Governance* link under *Planning & Institutional Effectiveness*
  3. Find the *Guide to Shared Governance* underneath *Important Documents*.

Most recent guide: [Guide to Shared Governance Updated 9/29/24](#)

Adjourned- 3:11 pm