

## Assessment Committee Mid-year Report, 2008 – 2009

### Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Senior Dean of Academic Affairs ([wexler@atlantic.edu](mailto:wexler@atlantic.edu)), Dean of Instruction ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)) and the Chair of the FAEC ([jsacchin@atlantic.edu](mailto:jsacchin@atlantic.edu)).
  - Chair was elected – Amy Shelton
  - Secretary was elected – Michael Kammer
2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username - atlantic; password – cape), (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Secretary of the FAEC, Myra Caplan ([mcaplan@atlantic.edu](mailto:mcaplan@atlantic.edu)).
  - There was one remaining charge from the previous year...the Faculty Assessment Handbook was not completed. The committee intends to devote the February meeting to complete the Handbook. IR is assisting in organizing the handbook.
  - Minutes from the previous year were submitted online.
  - All normal standing charges were included.
  - The charges were reviewed and revisions made through Dr. Wexler's office.
3. Minutes of the committee meetings should be submitted to the Senior Dean of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username - atlantic; password – cape) under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May. Reports should also be uploaded to the web.
  - We are admittedly behind on posting our meeting minutes due to extenuating circumstances. They have been recorded and are scheduled to be approved at our February meeting. Once approved the minutes will be posted.
4. Minutes of all meetings and a description of your activities should be posted on ACCC's website, along with a list of members.
  - Remaining meeting minutes will be posted after our Feb. meeting. The list of members is being posted by Laura Campbell or Institutional Research. The committee members do not have access to update the member list.
5. Submit recommendations for next year's charges to the Senior Dean of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

This charge is on the agenda for our April meeting. Currently we have the following recommendations which the committee is discussing:

- Review the results of the MAPP testing. Check the alignment of MAPP with ACCC general education curriculum and course objectives. Could coordinate this effort with the General Education subcommittee.
- Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research department.
- Co-present with Institutional Research workshops for the Adjunct Faculty.

#### **Additional Charges**

6. Develop and complete a faculty handbook on assessment by Fall 2008 with the assistance of the Outcomes Assessment Coordinator.
  - February focus - The committee intends to devote the February meeting to complete the Handbook. IR is assisting in organizing our current content for the handbook. Additional meetings will be schedule to complete this charge before the end of this academic year.
7. Continue to coordinate planning efforts with the Senior Dean of Academic Affairs to sponsor an "Assessment Day" or Professional Development Day including speakers, Best Practices Presentations and recognizing faculty members or Departments for outstanding achievements in assessment.
  - Originally the Assessment Committee was planning the afternoon for our January Faculty Development Day. Much of what we had planned/discussed was in the proposal that IR presented to the chairs for the Annual Assessment Day on September 09.
  - Due to circumstances beyond the committee's control, January did not work out. We will discuss the Annual Assessment Day schedule from IR at our Feb. meeting and seek to have this charge completed.
8. Continue to develop a culture of assessment by contributing "The Assessment Tip of the Month" to the Communicator and forward this to the Dir., Adjunct Dev. and Faculty Administrative Support.
  - The Assessment tips of the month have been in the communicator once a month.

**October 08** - First Day Free Write Sample (Background Knowledge Probe): On the first day of class, allocate time to ask a question pertinent to your discipline to get a benchmark for students' base knowledge of your subject. This serves two purposes – to see what a student already knows about your subject and to capture a writing sample from each student.

**November 08** - Chain Notes: Write a question that refers to your lesson on the front of an envelope. Have students place their responses in an envelope. Review the students' responses together.

**December 08** - Application Card: After teaching a concept allow student to write down at least one real world application of what they just learned.

**January 09** -Empty Outline: Give students a partially completed outline of a class lecture. Have them fill in the blanks to complete the outline. This way, students learn to take better notes and the professor can see if the class is "catching" the main points of the lecture.

**February 09 -Student-Created Test Questions:** Before a major exam or test, ask your students to write 2-3 questions that they think should be asked on the assignment. In this way, the professor can see what the students think are the most important topics that have been discussed, what the students think are relevant questions, and whether there are key themes that the students have missed.

9. Continue collaboration with the Director of Academic Program Effectiveness and Dual Enrollment including input on assessment forms and process as faculty representatives.
  - A form was presented to the committee by Dottie Dunayer. The committee made revisions and took the form to our departments for input. Input was brought back to the committee in November and the form was approved and sent to Dr. Wexler.
  - The process is currently in place. The committee will discuss the process if it needs revising before including it in our handbook.
10. Sponsor a workshop for the benefit of new faculty concerning the Assessment Plan, the assessment process and assessment terminology.
  - Nov. 7, Marilyn Malerba Keiner, Augustine Nigro and Dorothea Dunayer presented to the new full-time faculty.
11. Review and amend the Assessment Plan that was submitted as a draft to Middle States, as necessary.
  - During our January meeting we began a review and discussion on the Assessment Plan. We plan to complete this charge over our March and April meetings. Our discussions will include the Middle States recommendations and anything relevant to the Cross Functional Committee work.
12. Provide an orientation of the Assessment Committee to new incoming members during the September meeting.
  - Completed in October via powerpoint and our new member helped present on Nov. 7<sup>th</sup>.