

**ANNUAL REPORT FOR YEAR 2017-18**

NAME: Assessment Committee Members Tim Ely, Donna Broderick, Mike Prushan, DATE: June 30, 2018

DEPARTMENT: Assessment Committee

**1. YEAR 2017-2018 YEAR IN REVIEW HIGHLIGHTS (NARRATIVE)**

Narrative:

- This interim 2017-2018 report details the goals, progress towards the goals and the balance of the year's opportunities for the Assessment Committee.
- The committee's focus has been on the continued development and understanding of the college-wide data sources and their interconnection to each department. The committee spent time collecting, discussing and reviewing each of the department's objectives and metrics as a means to continue with the collection and prioritizing areas for assessment analysis. Significant discussions centered on the most effective means for collecting and reporting on departmental assessment data (Template for Department Annual Outcome Assessment (AOA), Annual Reports, Budget, etc.) and developing common methods and tools for collection of data with all participants.
- Two members of the committee have spent significant time designing, developing and reporting their progress on the online repository which houses assessment information.

**Based upon Dr. Corbett's Meetings with the Committee:**

The Committee was asked:

- How are we doing assessment ?
- Where are we doing assessment ?

**2. YEAR 2017-2018 GOALS AND ACCOMPLISHMENTS**

<b>YEAR 2017-2018 GOAL</b>	<b>ACCOMPLISHMENTS/PROGRESS</b>	<b>LINK TO STRATEGIC PLAN GOAL/ACTION</b>	<b>COMMENTS</b>
Continue developing and understanding college-wide data sources	<ul style="list-style-type: none"> <li>• Developed and reviewed assessment cycle forms for departmental data collection</li> <li>• Collected departmental Information from three departments (Financial Aid, Career and Transfer, Student Life). These departments presented their assessment protocol at committee meetings</li> </ul>	Goal F: Create a culture of continuous improvement supported by assessment, collaboration, transparency and communication.	<ul style="list-style-type: none"> <li>• Forms were finalized but deemed unsuitable to assess College-wide data sources.</li> </ul>

Develop online repository for collected data and analysis linked to cascading loop	<ul style="list-style-type: none"> <li>Repository was developed and partially linked to the cascading loop</li> <li>Updated the Cascading Loop to reflect workflows among departments</li> </ul>	Goal F: Create a culture of continuous improvement supported by assessment, collaboration, transparency and communication.	Cascading loop is a work in progress and will continue to be refined.
Commence analysis of prioritized and collected data by departments	Progress did not continue past the review of assessment processes in Financial Aid, Career and Transfer, Student Life departments.	Goal F: Create a culture of continuous improvement supported by assessment, collaboration, transparency and communication.	<ul style="list-style-type: none"> <li>Continue to evaluate data collected and prioritize areas for future assessment.</li> <li>The Assessment Committee decided that having departments present assessment workflows and processes was not in analyzing prioritized and collected data.</li> </ul>
Communicate committee progress and results	<ul style="list-style-type: none"> <li>The President provided an update on the assessment committee actions to the College community at the Spring all-College meeting, the May, 2018 Board of Trustee meeting and at Cabinet meetings throughout the year.</li> <li>Assessment will be a presentation topic at Fall 2018 Faculty Start-up.</li> </ul>	<p>Goal A: Ensure and communicate standards, practices and services that support student success.</p> <p>Goal F: Create a culture of continuous improvement supported by assessment, collaboration, transparency and communication.</p>	<ul style="list-style-type: none"> <li>Continue Communication with all college constituents</li> </ul>

**3. YEAR 2018-2019 GOALS**

<b>YEAR 2018-2019 GOAL</b>	<b>Desired Outcomes</b>	<b>LINK TO STRATEGIC PLAN GOAL/ACTION</b>	<b>COMMENTS</b>
<b>Goal 1: Continue to support a culture of assessment</b>	<p>OUTCOME 1: Define key terms and processes for academic/departmental</p> <ul style="list-style-type: none"> <li>● Mission Statements</li> <li>● Program learning outcomes (AA)</li> <li>● Departmental outcomes (non-AA)</li> <li>● Assessment instruments</li> <li>● Institutional Assessment</li> <li>● Departmental Assess</li> </ul>	<p>Goal F: Create a culture of continuous improvement supported by assessment, collaboration, transparency and communication.</p>	
	<p>OUTCOME 2: Describe and communicate the connection of various assessment instruments (departmental assessments, annual reports, BATS) through the website and other communication channels (such as info sessions, newsletters and so on).</p>		
	<p>OUTCOME 3: Identify the need for professional development, and provide professional development</p> <ul style="list-style-type: none"> <li>● Credit-bearing courses</li> <li>● Online workshops</li> <li>● Brown-bag lunches</li> <li>● Start-up</li> </ul>		

	<ul style="list-style-type: none"> <li>• Department/division meetings/trainings</li> </ul>		
<b>Goal 2: Assess the assessment process: Measure institutional and departmental assessment baseline and progress</b>	<p>OUTCOME 1: Identify instruments to measure baseline of Institutional and Departmental assessment.</p>		
	<p>OUTCOME 2: Utilize the instruments to measure institutional and departmental improvement.</p>		
	<p>OUTCOME 3: Create a plan and timeline to improve areas of need.</p>		
<b>Goal 3: Develop process and timeline to adapt to the 13th edition of MSCHE Standards</b>	<p>OUTCOME 1: Utilize MSCHE response to monitoring report to sustain and improve assessment practices.</p>		
	<p>OUTCOME 2: Support Departments in evaluating readiness for 2024-2025 visit</p>		