

**MINUTES**  
**Learning Assessment Committee**  
**10/6/2017**  
**12:00 – 1:00**  
**AA-177 (Lee Campus); E-105 (Charlotte Campus);**  
**G-109 (Collier Campus)**

	Present	Absent		Present	Absent
Marty Ambrose	X		Colleen Moore		X
Patricia Arcidiacono	X		Dr. Shawn Moore	X	
Dr. Marius Coman		X	Dr. Kristi Moran	X	
Dr. John Connell	X		Dr. Katie Paschall	X	
Jane Charles	X		Jennifer Patterson	X	
Dr. Eileen DeLuca		X	Dr. Elijah Pritchett	X	
Thomas Donaldson	X		Dr. Caroline Seefchak	X	
Dr. Erik Fay		X	Dr. Eric Seelau	X	
Dr. Julia Kroeker	X		Allison Studer	X	
Margaret Kruger		X	Dr. Amy Trogan	X	
Fernando Mayoral	X		Dr. Joseph van Gaalen	X	
Dr. Lisa McGarity	X		Dr. Richard Worch	X	
Barb Miley	X				

Additional in attendance: M. McClinton, Dean of Pure & Applied Sciences

1. C. Seefchak called meeting to order at 12:00pm
2. J. Connell motioned to approve 9/1/2017 meeting minutes with approval of addition of E. Pritchett to committee list which was accidentally omitted. P. Arcidiacono seconded motion.
3. C. Seefchak proposed a revision in the LAC Newsletter publication dates from Sept/Oct/Nov to Oct/Nov/Dec due to Hurricane Irma. R. Worch motioned to accept date amendments, J. Charles seconded motion.
  - a. C. Seefchak provided committee with a planned timeline for newsletters including pieces which need to be filled and what is already included in upcoming issues (see below). \*Note that dates for plan are referring to old schedule of Oct/Nov/Dec.

Learning Assessment Committee/ Communications Subcommittee

Newsletter Planning Timeline, 2017-2018

<b>Issue</b>	October 2017
Message from Chair	New look
Member Profile	Professor Margaret Kruger
Assessment Spotlight	Not included
Gen Ed Assessment	Article with chart
Course Level Assessment	Reminder
Feature	Tutor.com
Data	Course Level Assessments

<b>Issue</b>	November 2017
Message from Chair	Subcommittees within the committee
Member Profile	
Assessment Spotlight	Academic Support
Gen Ed Assessment	
Course Level Assessment	Possible list
Feature	
Data	Academic Support and Tutor.com data

- i.
  - b. Based on the above planning system, C. Seefchak asked committee to be thoughtful of ideas moving forward and share with the newsletters subcommittee if they have any for upcoming features, spotlights, etc.
4. J. van Gaalen reported the latest data on course level assessment:
  - a. POS 2041 will now be added to the Course Level Focus List.
  - b. FRE 1120 and 1121 will now be removed from the Course Level Focus List as they are no longer offered in all three modalities and the assessment is currently under overhaul with a pilot planned for AY 2017-2018.
  - c. J. van Gaalen again reminded committee members of the April meeting where “Research” and “Investigate” were identified for assessment in AY 2017-2018. J. van Gaalen reported that all Deans have been notified again of the nature of the potential random selection of assignment submissions based on identified “Integral” competency of each course according to the newly identified General Education Competencies (C-R-E-A-T-I-V-E). The sample letter which faculty will receive if they are randomly selected for assessment is shown below.

**Date:** October 16, 2017

**To:** All Professors Selected for GenEd Assessment for 2017-2018

**From:** Dr. Joseph van Gaalen  
Director of Assessment and Effectiveness

**Subject:** General Education Assessment Focused on "Research" or "Investigate"

Professor..

At the April 2017 Learning Assessment Committee (LAC) meeting, the committee voted to assess the "Research" and "Investigate" General Education Competencies during the 2017-2018 Academic Year. During that same meeting, the LAC also adopted a new General Education plan to coincide with the new General Education Competencies adopted by the College, beginning Spring 2017.

In the new assessment plan, courses which were identified by faculty of that discipline as "Research" or "Investigate" at the *integral* level can be randomly selected for General Education Assessment during Fall 2017 as part of the AY 2017-18 assessment plan. The following class has been randomly selected to provide an assignment:

**CRN:**  
**Course Name:**  
**Subject and Course, Section, , Enrolled, , Campus:**  
**Course Identified as:**

- If the representative assignment is in Canvas, please reply to this email confirming which assignment in Canvas you intend to provide as representation and our staff can extract unscored student submissions from that assignment.

- If the representative assignment is hard copy, please provide assignment title, due data, guidelines/instructions for the assignment, and any other details you feel might be important for an independent scorer to review submissions (e.g. rubric, scoring method).

-We also ask that students have included their ID# in the submission.

-The Office of Academic Assessment will offer assistance such as making copies of the submissions so as not to impede of your scoring for the course.

- We ask that you confirm this information no later than November 1.

We appreciate your cooperation and participation with this General Education Assessment. If you have any questions or problems, please contact me at [jfvingaalen@fsw.edu](mailto:jfvingaalen@fsw.edu), or Extension 16965. Thank you!

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5. A. Trogan reported remotely via letter on the LAC Professional Development Subcommittee since she was at a conference.
    - a. A. Trogan noted that due to Hurricane Irma less has been accomplished than hoped.
    - b. A. Trogan reported that she had scheduled a TLC presentation about efficient written assignment grading which is now being re-scheduled due to the storm.
    - c. A. Trogan also added that a meeting with M. Rizzuto, R. Yost, and M. Walters is scheduled to discuss the presentation that needs to be edited in Assessment 101. At that time the group will also discuss the Assessment Certification program.
    - d. A. Trogan also noted a suggested time line for Assessment 101 completers has been produced and worked before the hurricane, but not after and asks the committee for suggestions. K. Moran suggested to simply resend in a week or two.
  6. C. Seefchak reported that the November meeting will be as normal, held in U-102 on the Lee Campus. However, the December meeting, while held in the same room (AA-177), will be split into three meetings concurrently based on the subcommittee in which LAC members are members. Those meetings will be led by subcommittee chairs and others, as needed.
  7. In new business, J. van Gaalen noted that the GenEd Assessment Subcommittee currently has 6 scorers and is in need of 12. J. Charles asked about a stipend and if it existed as a means of enticing additional scorers. J. van Gaalen noted he will inquire regarding that

topic. M. Ambrose noted she would like to be added as a scorer, making the total number now to 7.

R. Worch motioned to adjourn. K. Moran seconded.

Minutes compiled by Dr. Joseph van Gaalen