

ACC Meeting Name: Achieving Excellence Committee

Minutes

Meeting Date: September 28

Time: 1:30 pm to 3:30 pm

Location: HBC, Room 201

Chair: Soon Merz

Members Present: Sheila Ammons, Steve Clary, Sylvia Galvan Gonzales Donetta Goodall, Lyman Grant, Ron Johns, Mike Midgley, Nancy Miller, Theresa Moore, Kyle Pierce, Charles, Quinn, Linda Welsh, Soon Merz, Roslyn Wallace, and Rich Griffiths.

Absent: D'Maris Allen-Mierl, Kathleen Christensen, Zach Corbell, Vida Forrest y Salazar, Sandy Gaskin, Mary Harris, Norma Jacobs, Virginia Lawrence, Margaret Reid, Diane Whitley-Bogard, and Cleaburn Zwerneman.

Agenda Item A: Introductions and Welcome

Presenter: Soon Merz

Discussion: Soon welcomed everyone to the AEC Meeting. The members introduced themselves to the entire group.

Decisions: None

Follow Up Items and Responsible person: None

Agenda Item B: Review of Committee Functions

Presenter: Soon Merz

Discussion:

Soon reviewed the AEC functions from the website.

1. Monitor compliance with, and ensure accountability for assessment-related requirements of SACS, THECB, and the federal government
2. Facilitate and provide leadership for effective college-wide evaluation of assessment processes, in support of student success
3. Facilitate collaborative assessment conversations at ACC
4. Review and evaluate best practices in student-related assessment and serve as a clearinghouse for this information
5. Develop and maintain an inventory of assessment activities and serve as a clearinghouse for this information
6. Review the effectiveness of assessment instruments/tools/practices and make appropriate recommendations, as needed

Soon explained that the first year will be a learning process.

1. AEC members need to be on the same page concerning the definition of the word “assessment”.
2. Members will learn what assessment processes are being done at ACC and make recommendations for improvement.
3. This committee will create a clearinghouse of assessment ideas and best practices in assessment.

AEC members discussed the belief that ACC is skilled at collecting data; however, the interest seems to wane after the collection aspect of assessment is complete. Soon offered that one reason for this problem is that we are only collecting data to comply with a requirement rather than to meet a goal. Charles Quinn noted that it is difficult for instructors to participate in assessment beyond giving a test. He continued that assessment is viewed as something extra for instructors to do. Donetta said that assessment would not be difficult if it became part of a daily routine. Soon asked how we can achieve excellence if we do not demonstrate our abilities. She stated that one way of achieving excellence is assessment.

Decisions: None

Follow Up Items and Responsible person: None

Agenda Item C: “Assessment and Me at ACC”

Presenter: Roslyn Wallace

Discussion: Roslyn conducted an exercise asking members to write on paper provided:

1. Write what type assessment activities they have done at ACC.
2. Write a statement about their experience with assessment using one statement per sheet.

Roslyn read these statements to the group.

Decisions: None

Follow Up Items and Responsible person: Roslyn will provide copies of the responses to committee members.

Agenda Item D: What is Assessment

Presenter: Roslyn Wallace

Discussion: Roslyn gave a presentation titled “What is Assessment?” based on the definition from Assessment in Context.

1. Definition of Assessment - A purposeful process of analysis and synthesis to authenticate, appraise, explain and document achievements.
 - a. Purposeful – focused; goal oriented
 - b. Process - series of actions directed toward a specific aim

- c. Of analysis - the examination of something in detail in order to understand it better or draw conclusions from it
 - d. And synthesis - combining different ideas, influences, or objects into a new whole
 - e. To authenticate - establish that something is genuine or that an account is true
 - f. Appraise - to give an opinion of the merits or quality of something
 - g. Explain - to give an account of something with enough clarity and detail to be understood by somebody else
 - h. And document - to provide evidence for a statement or claim by supplying supporting information
 - i. Achievements - something that somebody has succeeded in doing, usually with effort
2. Assessment is an overarching term for a system consisting of five major components:
 - a. Collection
 - b. Analysis
 - c. Evaluation
 - d. Evidence and
 - e. Assimilation
 3. Conducting meaningful assessment is the product of a conscious alignment of these five components.
 4. Collectively, they help ensure congruence of
 - Principles
 - Values
 - Intentions,
 - Actions,
 - and achievements...

Roslyn asked everyone to write a few words about what they personally would like to see result from this committee's work this year.

Decisions: None

Follow Up Items and Responsible person: Roslyn will provide copies of results to committee members.

Agenda Item E: Reading List

Presenter: Roslyn Wallace

Discussion: Roslyn distributed an American Association of Community Colleges book “Core Indicators of Effectiveness” to attendees (and will send the book to AEC members not attending).

Soon told the group that the Institutional Planning Council will be looking at the indicators in this book as they revise the College’s current core/key indicators of effectiveness. The book is a reference for AEC members, especially some of the sections on accountability and effectiveness.

Decisions: None

Follow Up Items and Responsible person: None

The meeting was adjourned at 3:30.

Next meeting: October 26, 2007