**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Tuesday, August 6, 2019; 9:00 am – 11:00 am; TI 244**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt (absent), Joy Garrett, Kim Jones, Rob Lowing, Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Brandon Tucker, Jason Withrow (absent), Tom Zimmerman

Guests: Lisa Nelson, Sera Bird

## Minutes from the meeting of 7/22/19 were approved with the proviso that ASV 133 be updated with the proviso regarding the Instructional Lab Assistant preparer.

## Minutes from the meeting of 6/26/19 with the Basic Skills discussion included were approved.

## Review agenda – Review Carryover items from 7/22/19 and all inactivations first.

## Announcements

## Discussion

1. Carryover from 7/22/19: Limited Review – Both
2. DEN 102 Managing Safe Practice in Dentistry (3YR) – recommended approval with suggested clarification of passing score in assessment tool; thanks for great comments in rationale noting no changes needed based on assessment
3. DEN 107 Oral Anatomy (3YR) – recommended approval with suggested changes to description and clarification of passing score in assessment tool
4. ENG 000 Writing Center (3YR) – recommended approval with suggested changes to description, number of sections assessed, and number of students assessed
5. HVA 107 Residential and Light Commercial Air Conditioning Systems (3YR) – recommended approval with suggested changes to description
6. MTH 191 Calculus I (3YR) – recommended approval with suggested changes to description
7. MTH 293 Calculus III (3YR) – recommended approval with suggested changes to description
8. NUR 288 Nursing Concepts IV (CC) – recommended approval
9. PTA 198 Tissue Management (3YR) – recommended approval with suggested changes to description and question regarding different outcome #2 language between assessment report intended change and syllabus
10. PTA 200 Therapeutic Modalities (3YR) – recommended approval
11. New: Limited Review – Both
12. ACC 110 Payroll Accounting (3YR) – recommended approval with suggested changes to description and objectives, clarification for outcome #2 and how assessments are scored
13. BIO 110 Introduction to Exercise Science (3YR) – recommended approval
14. CPS 161 An Introduction to Programming with Java (3YR) – recommended approval
15. CPS 171 Introduction to Programming with C++ (3YR) – recommended approval
16. CPS 278 Java Server Programming (CC) – tabled; what problem will be solved by the high minimum grades for the prerequisites?
17. CST 270 Computer Forensic I (3YR) – recommended approval with suggested changes to match intended changes from incoming assessment report to syllabus update
18. MBC 224 Medical Insurance and Reimbursement (3YR) – recommended approval with suggested change to description
19. NCT 110 Introduction to Computerized Machining (CNC) – II (CC) – recommended approval with suggested changes to assessment tools and objectives
20. PTA 220 Therapeutic Exercise I (3YR) – recommended approval with suggested change to course description
21. Carryover from 7/22/19: Informational Only – Curriculum
    1. AST 100 Backyard Astronomy (CI) – no concerns
22. New: Informational Only – Curriculum
23. ELE 040 Residential Wiring (CI) – no concerns
24. ELE 041 Residential Wiring II (CI) – no concerns
25. Carryover from 7/22/19: Full Review – Assessment
    1. ABR 201 Lightweighting Composite Repair (CAR) – good assessment of new course; concise report identifying areas for improvement; suggested clarification of outcome #3 and collection of data over multiple terms
    2. ACC 110 Payroll Accounting (CAR) – good report and reflections; suggested clarification of how software collects data and how this could be used to identify strengths and weaknesses
    3. ART 112 Basic Design I (CAR) – great plan to revise rubrics especially with such high success rates; suggestion to consider incorporating more challenging outcomes
    4. ASV 134 Automotive Transmissions (CAR) – good report analyzing data using tools best suited for producing meaningful results; suggestion to report available data for individual areas including strengths/areas for improvement: recognize, diagnose, repair
    5. BMG 155 Business on the Internet (CAR) – nice, concise report with areas for improvement carried into intended changes; no concerns
    6. BMG 206 Retail Principles and Practices (CAR) – great report with data from multiple semesters, good job breaking down results from varied tools; suggestion to consider identifying areas for improvement even if standard of success was met; suggested change to assessment scoring method
    7. BOS 207 Presentation Software Applications (CAR) – good report with data from multiple semesters, good reflections of strengths and weaknesses; suggested change to outcome #2 and suggestion to remove all attachments other than raw data
    8. CPS 161 An Introduction to Programming with Java (CAR) – good report and intended changes; suggested changes to description; suggestion to address high withdrawal rate: academic advising/success coach; is increasing the math level a solution
    9. CPS 171 Introduction to Programming with C++ (CAR) – good report including areas for improvement even when standard of success was met; suggestion to include number of quizzes/tests used to assess each outcome; suggestion to address high withdrawal rate
    10. CST 270 Computer Forensic I (CAR) – nice report and reflections; suggestion to consider data collection over multiple semesters
    11. HVA 107 Residential and Light Commercial Heating Systems (CAR) – great report and use of data to identify areas for improvement carried into intended changes; data needs to be attached
    12. MEC 101 Modeling and Blueprint Reading (CAR) – concise report with good outcome updates; no concerns
    13. NUR 128 Nursing Concepts II (CAR) – great report with clear breakdown of data and discussion of results in terms of strengths and weaknesses; suggestion to add changes to action plan
    14. NUR 288 Nursing Concepts IV (CAR) – great report and good plan to enhance part-time instructor orientation; suggestion to move orientation and data collection changes to action plan
    15. PHL 205 Ethics (CAR) – good report and reflections of results by outcome, and great plan to work with faculty moving forward; no concerns
    16. PTA 200 Therapeutic Modalities (CAR) – great report, good plans to update outcomes; no concerns
    17. WAF 290 Advanced Training and Weld Certification (CAR) – great report and reflections on data used for assessment and intended changes, good plan to update outcomes; suggestion to move intended changes from outcomes #1 and #2 to action plan and to consider data collection over multiple terms
    18. CTACCB Accounting for Business (PAR) – nice report with good observations and plan to improve; no concerns
26. New: Full Review – Assessment
27. ART 130 Art Appreciation (CAR) – good report with a lot detail; suggestions in response to question regarding quizzes in online sections

1. CSS 200 Introduction to Network Security - Security+ (CAR) – great report with great reflections on future data collection and assessment goals
2. DEN 120 Oral Diagnosis (CAR) – good report with suggested clarifications for students’ results measured against standard of success
3. DEN 129 Pathology and Dental Therapeutics (CAR) - good report with suggested clarifications for students’ results measured against standard of success
4. ENG 242 Multicultural Literature for Youth (CAR) – great report with good detail, excellent intended changes
5. ESL 024 High Beginning ESL Grammar and Communication (CAR) – great report with good analysis, details, and plans for improvement
6. ESL 132 Intermediate ESL Grammar (CAR) – good report with great detail; suggestions to include specific success rates and consider combining assessment tools for some outcomes
7. HST 202 United States History Since 1877 (CAR) – nice report with good discussion of strengths and weaknesses
8. MTH 067 Foundations of Mathematics (CAR) – great report with good plans for improvement; suggestions to move intended changes to action plan
9. PHO 116 Studio Portraits (CAR) – great report with data from multiple sections; suggestions to move intended changes to action plan
10. ROB 101 Robotics I – I (CAR) – good report; suggestions to add intended changes to action plan
11. SUR 108 Sterile Processing Clinical (CAR) – good report with nice reflections on strengths and how the course is preparing students
12. SUR 170 Surgical Pharmacology (CAR) – great report; good analysis and commentary on strengths and ways instructor can continue to facilitate learning

**Following the discussion of the WAF 290 assessment report, the question was raised of whether it would be helpful to identify a minimum assessment population size, suggested assessment population size or additional guidelines related to assessment data. Some members raised concerns for courses that only offer one section per year and/or have small class sizes. The Committees agreed this may be something to consider moving forward.**

**No major concerns were identified for new assessment submissions (section F). The Committee therefore agreed to mark these items as reviewed using comments from Assessment Committee members’ posts on the Blackboard discussion forum.**

**Adjournment**