**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Thursday, September 5, 2019; 2:00 pm – 3:30 pm; LA 263**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt, Scott Britten, Joy Garrett, Valerie Greaves (absent), Rob Lowing, Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Eva Samulski (absent), Victor Vega, Jason Withrow, Tom Zimmerman

Guests: Lisa Nelson, Sera Bird

## Minutes from the meeting of 8/22/19 were approved.

## Review agenda – no changes

## Announcements – Welcome to new deans Scott Britten and Victor Vega! Dean Scott Britten and Dean Valerie Greaves will attend future meetings as part of the Curriculum Committee. Dean Eva Samulski and Dean Victor Vega will attend future meetings as part of the Assessment Committee.

Curriculum & Assessment drop-in work sessions will be held almost every Friday this semester to encourage faculty to complete course assessments and syllabi updates. The sessions will be held in four buildings, rotating from week to week, with the first session on 9/6/19. C&A committee members will attend to assist faculty as needed. Shawn will send out an email notifying full-time faculty of these sessions.

## Discussion

1. Limited Review – Both
2. ABR 112 Introduction to Automotive Refinishing (3YR) – recommended approval with suggested changes to description and clarification of intended changes from assessment report
3. ABR 201 Lightweighting Composite Repair (3YR) – recommended approval with suggested changes to description and outcomes 1 (standard of success) and 2 (language)
4. ANI 150 Modeling & Production Pipeline (CC) – recommended approval with suggested changes to outcome language; clarifications on number of students to be assessed and objective #4
5. BIO 215 Cell and Molecular Biology (3YR) – recommended approval with suggested changes to description and outcome #4
6. BMG 209 Entrepreneurship III - Running and Growing Your Business (3YR) – recommended approval with suggested changes to description and outcomes
7. DEN 118 Preventive Dentistry (3YR) – recommended approval with suggested change to description
8. HSC 124 Medical Terminology (3YR) – recommended approval with suggested changes to description and standards of success for outcomes
9. HVA 105 Residential and Light Commercial Heating Systems (3YR) – recommended approval with the proviso that the mathematics be included in the outcomes, if listed in the description as a major unit
10. RAD 110 Clinical Education (3YR) – recommended approval with suggested changes to description and assessment method
11. WAF 105 Introduction to Welding Processes (3YR) – recommended approval with suggested changes to assessment dates, description, rationale and outcome #3
12. WAF 150 Automated Welding and Cutting (3YR) – recommended approval with suggestion to define abbreviation; clarification of rationale
13. Informational Only – Curriculum
14. CMC 114 Patient Care Skills (CI) – no concerns
15. CMC 116 Introduction to Clinical Skills (CI) – no concerns
16. CMC 121 Pharmacology for Medical Assisting (CI) – no concerns
17. CMC 226 Administrative Functions for Medical Assistants (CI) – no concerns
18. CMC 228 Skill Assessment for Medical Assistants (CI) – no concerns
19. CMC 230 Laboratory Procedures for Medical Assistants (CI) – no concerns
20. CMC 290 Practicum Seminar (CI) – no concerns
21. CMC 299 Practicum for Medical Assistants (CI) – no concerns
22. New: Full Review – Assessment
23. ANI 150 3D Animation I: Modeling (CAR) – good discussion and breakdown of assessment data; great reflections on results and excellent job on attached data; no suggestions
24. AST 111 General Astronomy (CAR) – good sample size, great reflections on assessment data and assessment process, good carry-through to changes for master syllabus; no suggestions
25. BMG 209 Entrepreneurship III – Running and Growing Your Business (CAR) – great explanation of assessment process and data; nice reflections based on results; suggestion to consider assessing over multiple terms and include intended changes in action plan
26. DEN 118 Preventive Dentistry (CAR) – great detail and discussion of previous report and improvements observed based on changes (i.e. adding videos); suggestion to attach raw data and comment on specific areas of improvement
27. ENG 160 Introduction to Literature: Poetry and Drama (CAR) – great discussion of outcome language and assessment process, nice reflections of strengths and weaknesses; suggestion to increase sample size and carry intended changes from outcome #2 into action plan
28. ESL 135 English Listening, Pronunciation and Conversation (ESL) (CAR) – good review of previous report, great finds in areas to improvement student learning, helpful and clear data attached; suggestion to include percentage of students meeting standard of success and collect data over multiple terms
29. HST 220 The Civil War Era, 1845-1877 (CAR) – good explanation of tools and rubrics used in assessment, good identification of areas for improvement in student learning; suggestion to attach raw data to support the report, increase sample size
30. MTH 160 Basic Statistics (CAR) – good review of previous assessment, great discussion of sample size and assessment process, good dig into data at the question level, good intended changes; no suggestions
31. MTH 178 General Trigonometry (CAR) – nice reflections on all outcomes based on assessment data, good discussion of areas for improvement; suggestion to include more of discussion in intended changes and consider addressing withdrawal rate
32. MTH 192 Calculus II (CAR) – nice attached data with analysis at the outcome level, excellent reflections down to the question level to locate areas for improvement, great intended changes; suggestion to consider ways of collecting reports from all course instructors
33. RAD 110 Clinical Education (CAR) – nice review of previous report, good discussion of assessment tools and data, nice discussion of areas for improvement; suggestion to carry skills assessments from outcome 2 into the intended changes

**The Committees continued discussing ways to encourage faculty to include and attach assessment data and the expectations for assessment report.**

**With the exception of DEN 118, no major concerns were identified for new assessment submissions. The Committee therefore agreed to mark these items as reviewed using comments from Assessment Committee members’ posts on the Blackboard discussion forum.**

**Adjournment**