



**ASSESSMENT COMMITTEE**  
MEETING ON OCTOBER 10, 2024, AT 2:00 P.M., DON 202  
**MINUTES**

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**Helena College Mission:** Helena College Supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

**Assessment Committee Mission:**

### Attendees

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| <input checked="" type="checkbox"/> <b>Jessie Pate (Chair)</b> , Director of Institutional Research & Effectiveness | <input checked="" type="checkbox"/> <b>Sophia Romanic</b> , eLearning Specialist & Developer |
| <input checked="" type="checkbox"/> <b>Amy Kong</b> , Director of eLearning & Faculty Development                   | <input checked="" type="checkbox"/> <b>Laura Senn</b> , Nursing Instructor                   |
| <input type="checkbox"/> <b>John McLaughlin</b> , Machining Instructor                                              | <input checked="" type="checkbox"/> <b>Joyce Walborn</b> , Mathematics Instructor            |
| <input type="checkbox"/> <b>Deb Rapaport</b> , Director of Nursing                                                  |                                                                                              |

### Priorities for AY2425

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1. Establish a shared understanding of the purpose of learning outcomes assessment
2. Identify the most appropriate location for all learning outcomes to be published
3. Develop a sustainable and comprehensive process for assessing student learning at the program and institutional level. Ideally, this will include a plan for reviewing the learning outcomes at all levels on a regular schedule.

### Agenda

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1. Approve minutes
  - a. Corrected date on minutes, ready to post
2. Share-out from homework assignments
  - a. Faculty/administrator/staff perceptions of their role/responsibilities for assessment
    - i. Joyce reported on results of a survey she shared with gen ed faculty (Supplemental Item: Faculty Survey Assessment Oct 2024)
      1. Strong agreement on course being their responsibility
      2. Less so for program – maybe due to newness of gen ed program outcomes
      3. Lots of variation on institutional
    - ii. Laura shared what she learned from nursing faculty
      1. Some misunderstanding, not their responsibility to design, but should know them and adjust course to meet – course outcomes set by a statewide group of faculty and directors, approved by board of nursing, most all schools adopted them
      2. Similar for program, though one said not their responsibility
      3. All said institutional not their responsibility

- iii. What do we mean by “responsibility?” It’s everyone’s responsibility to provide the data for meaningful assessment
  - 1. Different roles and understanding – deciding how they will be assessed, designing the assessment system/process, doing the assessment and entering the data, etc.
  - 2. Possible concern about the workload influencing who’s responsible
- iv. Takeaways
  - 1. Allowing faculty to give input on which program/institutional outcomes they can be responsible for may be more effective than just assigning it out
  - 2. Need to be able to clearly articulate what faculty will be expected to do, vs. Directors, other admin, IR, etc.
- b. Examples of assessment practices at other schools
  - i. The group briefly reviewed resources available from Great Falls College and Miles Community College
  - ii. Laura can share how nursing currently does their program learning outcome assessment
    - 1. End of term division meeting to review outcomes
- 3. Next meeting: 10/24/2024 at 2:00 PM in DON 202