HELENA COLLEGE
UNIVERSITY OF MONTANA

ASSESSMENT COMMITTEE
MEETING ON DECEMBER 12, 2024, AT 2:00 P.M., DON FISHBOWL
MINUTES

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

- ☒ **Jessie Pate (Chair)**, Director of Institutional Research & Effectiveness
- ☒ **Amy Kong**, Director of eLearning & Faculty Development
- ☒ **Dave Jones**, Automotive Instructor – absent

- ☒ **Deb Rapaport**, Director of Nursing
- ☒ **Sophia Romanic**, eLearning Specialist & Developer - absent
- ☒ **Laura Senn**, Nursing Instructor
- ☒ **Joyce Walborn**, Mathematics Instructor

Priorities for AY2425

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

1. Approve minutes (*2 min*) - approved
   a. ==Pre-read:== Assessment Committee MINUTES 20241114
2. Update: Certificate of General Students outcomes approved (*1 min*)
   a. Are these in the assessment database? JP to ask BS about Gen Ed outcomes in public program information accessible from the course bank
   b. Still need a place for all program/credential learning outcomes
      i. Canvas Commons – only available to employees
      ii. Is this required to be public for NWCCU or other orgs? Program pages are not reliably up to date, some issues in course bank, catalog is in flux. Pretty sure students need to be able to see outcomes
      iii. Should keep in ***one place*** for consistency, ease of updating
3. Watermark demo follow-up (*10 min*)
   a. Platform seems to be designed for directors, rather than individual faculty to enter the data and set up the mapping.
   b. Likely more useful for IR, directors – reporting tools seem really powerful
   c. Like that Watermark can pull data from Canvas and determine met/didn't meet
   d. Lots of work up front, which can be especially challenging for courses taught by adjuncts
   e. **Is there any way for mapping in Canvas to integrate with mapping in Watermark?**

      f. Could we get a different demo, more focused on the faculty perspective?

4. NWCCU follow-up (*5 min*)
5. Prep for ID Days workshop (*30 min*)
   a. Concerns about timing
      i. Are we ready as a committee?
      ii. All course, credential, and institutional outcomes need to be reviewed and possibly updated before we start mapping and loading it into Canvas, catalog, etc.
         1. Course outcomes are probably really good, as faculty have been using them for course level assessment
         2. Credential outcomes – possibly some concern that they aren't measurable?
         3. Institutional outcomes – these need to be updated badly!
      iii. Should the spring project be updating credential outcomes, and spend the year updating ILOs?
      iv. Spring workshop – establish baseline understanding of assessment process and expectations, ask all areas to review their credentials
   b. Suggested Plan
      i. Allotted 4 hours, don't need to take it all
      ii. Committee goals
      iii. Overall
      iv. This spring
      v. **Definitions – See file**
         1. Program vs. Credential
         2. Level of mastery
      vi. Overview of process as it stands (file: Helena College Learning Outcomes Assessment Process)
         1. Timelines
         2. Responsibility Matrix (file: SLO Assessment Responsibilities Matrix)
         3. Target outcome performance
      vii. Alignment/mapping activity – BS to provide matrix of current mappings, faculty work together to clean up
      viii. Plan out 5-year assessment?
   c. Discussion about assessment in Canvas – who's doing it, who's interested - NO
      i. Should Bryon import outcomes into Canvas? Can do course for sure, still looking into credential/program
6. Plan out other priorities (*10 min*) **- tabled**
   a. Manageable course outcome assessment process
   b. Institutional outcomes – which comes first?
      i. Assessment
      ii. Update them – instructional or institution-wide (instructional and co-curricular)
7. **Next meeting December 16 at 10:30 AM**
   a. **Decide on spring ID Days – mostly informational**
      i. **Do we need to update credential outcomes before we do mapping?**
         1. **Should be worded as what students take away, not what faculty will do?**
      ii. **What about updating institutional learning outcomes?**

        1. **Volunteers for ad hoc committee to work on this?**

   iii. **Definitions for sure**

   iv. **Outline of program credential assessment plan to date**

   v. **No mapping activity yet? Make it "homework"?**

   vi. **Working on process for course learning outcomes that is not every outcome every semester.**

   vii. **Anyone doing assessment in Canvas? How is it going?**

  b. **Reschedule meetings for spring**

8. Future topics

  a. Issues navigating the assessment database, including roles and permissions for directors, admins, etc.

9. Other things

  a. Fix this:

A.A.S. Practical Nursing

1 Use the Nursing Process to provide safe, effective, and individualized care, to address the assessed needs of the client within the Licensed Practical Nurse scope of practice.
2 Utilize communication skills to provide relationship-centered care.
3 Demonstrate teamwork in an inter-professional environment
4 Provide inclusive care in a professional manner according to legal and ethical standards within the LPN scope of practice.
5 Perform all nursing skills and techniques in a safe and accurate manner.