**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

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

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

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

Guests: Kevin Bindschadler, Don Werthmann, Lisa Nelson, Sera Bird

## Minutes from the meeting of 10/31/19 were approved.

## Review agenda –

1. Move ANI 240 master syllabus to discuss with Kevin Bindschadler
2. Move PHO 105 assessment report to discuss with Don Werthmann

## Announcements –

## CUL master syllabi pulled at Eva Samulski and Sharyl Politi’s request to postpone the review until Sharyl can attend

1. VPI Hurns has questions regarding the CPAS Addiction studies program change; pulled from today’s agenda
2. Last meeting of the semester is today. Next meeting is during In-Service, on Thursday, January 9 from 1-2:30pm in LA 274. Thank you for your hard work, and have a wonderful holiday!

## Discussion

1. Full Review – Both
	1. CJT 144 Parole, Probation, and Community Corrections (NC) – recommended approval with suggested changes to description and outcome verbs
2. Paired Assessment Reports and Syllabi – Both
	1. HSW 225 Family Social Work (CAR) – good sample size, nice explanation of assessment tool and good reflection on results; suggestion to include description of assessment process, rationale for selected assessment tool and add intended changes to end of report
	2. HSW 225 Family Social Work (CC) – recommended approval with suggested changes to description and Outcome 3
	3. SOC 225 Family Social Work (CAR) – good sample size, nice explanation of assessment tool and good reflection on results; suggestion to include description of assessment process, rationale for selected assessment tool and add intended changes to end of report
	4. SOC 225 Family Social Work (CC) – recommended approval with suggested changes to description and Outcome 3
3. Limited Review – Both
	1. ANI 240 Advanced Game Level Design (CC) – recommended approval
	2. ~~CUL 201 Chocolate Confections (CC)~~
	3. ~~CUL 205 Sugar and Chocolate Showpieces (CC)~~
	4. ~~CUL 206 Plated Desserts (3YR)~~
	5. ~~CUL 211 Artisan Breads (CC)~~
	6. ~~CUL 215 Cake Decorating Techniques (CC)~~
	7. ENG 223 British Literature - After 1800 (3YR) – recommended approval with suggested changes to outcomes ( remove “&”); reminder to assess course
	8. HSC 131 CPR/AED and First Aid (CC) – recommended approval with suggested changes to outcomes/assessment; add AHA and ARC abbreviations
	9. HSC 131B CPR/AED Professional Rescue - Review (CC) – recommended approval with suggested changes to outcomes/assessment; add AHA and ARC abbreviations
	10. HST 150 African American History (3YR) – recommended approval with suggested changes to Outcome 1, 2 language and objective 11; confirm drop in standard of success (to align with other courses in department?)
	11. PSY 257 Abnormal Psychology (3YR) – recommended approval with suggested changes to assessment plan
	12. APOST Occupational Studies (PAP) – recommended approval with suggested changes to Outcome 1 assessment tool
4. Limited Review – Curriculum
	1. ~~CPAS Addiction Studies (PC)~~
	2. CTEDT Engineering Design Technology (PC) – recommended approval
5. Informational Only – Curriculum
	1. CJT 154 Everyday Law I: Law and Civil Liberties (CI) – no concerns
	2. CJT 155 Everyday Law II: Civil Law, Liabilities and You (CI) – no concerns
6. Full Review – Assessment
	1. ACC 111 Principles of Accounting I (CAR) – good breakdown of summary data, excellent analysis with strengths and weaknesses, good job looking at materials available in different modalities; suggestion to add discussion from Outcomes 1 and 3 to intended changes
	2. ASV 254 Suspension and Steering (CAR) – nice and concise report, clear discussion of student strengths, good summary data, good job assessing over multiple terms; suggestion to add discussion regarding students not completing assessment tools
	3. CON 105 Construction Framing II (CAR) – good description of assessment tools and process, nice discussion of strengths and areas for improvement, good reflections for future assessment carried into intended changes; suggestion to attach data to future assessments
	4. HST 121 Ancient and Medieval Europe (CAR) – clear and concise, good descriptions of assessment tools, great reflections on student engagement; suggestion to remove exam questions
	5. HST 260 History of England to 1688 (CAR) – clear and concise, good descriptions of assessment tools, great reflections on student engagement; suggestion to remove exam questions
	6. MRI 140 MRI Procedures II (CAR) – nice and concise report, good descriptions of assessment population and tools, good reflections on needing more questions related to Outcome 1 and 2; suggestion to omit references to missing data and report results in terms of standard of success
	7. PHO 105 Digital Photography Abroad (CAR) – nice descriptions of the course and assessment process, excellent analysis of results including skills evaluated by the course and assessment as well as student strengths; no suggestions
	8. VID 295 Professional Portfolio (CAR) – nice discussion of the assessment tool and process, good dig into the data to find strengths and ways to improve course, impressive list of intended changes; suggestion to report results in terms of standard of success and attach data to future assessments

**Adjournment**