CWAAC Minutes 9/9/2020

In attendance: Michael Unger, Caroline Brisson, Sarah Carberry, Christina Connor, Tim Hasse, Gurvinder Khaneja, and Sharon Leathers. Not in attendance due to teaching conflict: Gilad Cohen, Stacie Taranto.

- CWAAC welcomed Dr. Sharon Leathers (Assistant Prof. of Literacy / Teacher Education) as the SSHS Representative. CWAAC thanked Professor Shaziela Ishak (Psychology) for years of service

- Assessment During Remote Operations
    - CWAAC extended assessment planning submission to Nov. 2 to accommodate faculty needs during remote operations and pandemic-related issues.
    - [Remote Assessment Guidance and Tips Document](#)
        - CWAAC finalized Remote Assessment Guidance and Tips to help groups plan assessment activities during remote operations. We revised the document to integrate group suggestions about adding due dates, emphasizing that we are making it easier and not increasing workload, and took out some redundant language. (Note: this is still a google document to facilitate collaboration on our part and Mike Unger will transfer it to Word.

- [Assessment Template, 2020-2021](#) Updates
    - CWAAC revised the Assessment Template based on our experiences with providing feedback and conversations with faculty about the assessment process.
    - CWAAC formed a sub-committee to revise the Assessment Template in summer 2020 (Sarah Carberry, Gilad Cohen, Christina Connor, Shaz Ishak, and Mike Unger). The subcommittee met twice and is working on a spreadsheet version of the template. Some of these ideas have already been incorporated into a revised version of the Word Document template. The spreadsheet will not be released in AY 2020-2021 to simplify planning during remote operations and pending approval of a document management system.
    - CWAAC streamlined the document, revised it to facilitate copy-and-pasting for different measures, added a new section, and changed some of the guiding text. Those attending favor continuing our use of a word document instead of Google Document or Google Sheet to introduce as few changes as possible; added language about preferring two scorers but sometimes ok depending on circumstances; resource request that was added in summer 2020 is now "Support or Resource Request" *(Note: this is still a google document to facilitate collaboration on our part and Mike will transfer it to Word after we are done).*

- Mike will send planning materials to the group and ask Ann Marie to update the assessment. CWAAC will try scheduling a Monday / Thursday common hour meeting once or twice this semester to better accommodate our teaching and meeting schedules.

- Mike and Gurvinder provided a SPOL update. The CWAAC chair will be responsible for the academic assessment module in SPOL. The Director of Institutional Research will be responsible for the remainder of SPOL. There are no plans for faculty to learn and use SPOL at this time.

- CWAAC agreed to request an update about the Document Management System.

- Meeting adjourned