CWAAC Minutes, 12/15/2020

Due to pandemic-induced furloughs, winter weather and finals, the December CWAAC meeting took place by email.

Assessment Plans 2020-2021

- If you have not done so already, please upload program assessment plans to the CWAAC Google Drive using this link to "Assessment Documents 2020-2021."
- Please upload your feedback memos to the CWAAC Drive using this link "Plan and Report Feedback 2020-2021". If you provide feedback via Track Changes in Word or Google Docs suggestions rather than a memo, please upload a copy of that feedback.
- Please let me know if any programs need additional assistance or a reminder email from me to submit their plan.

Assessment Reports 2019-2020

- If you have received any assessment reports from last year, please upload these to the CWAAC Google Drive using this link to "Assessment Documents 2020-2021."

Recording Senior Presentations

- Susan responded to our questions and offered the following guidance for recording senior presentations (in red):
- If **faculty** record the presentation/class and the recording is going to be used only for assessment purposes, then no waivers are needed. These videos should be destroyed/deleted after the assessment is completed and definitely not posted online, on Canvas, or on social media or shared with anyone other than those directly involved with the task of assessment. Students in the class should be informed that these videos will only be used for assessment and then destroyed and only the instructor will ever see them or have access to them.
- If faculty other than the professor sit in the class to assess **and it is NOT recorded,** no waivers are needed (similar to a class visitation) Correct
- If students record on their own and send to the professor, waivers **do not need to be signed if the purpose of sharing is for assessment only.** Correct
- I updated our memo accordingly. I left in Mike Tripodi's guidance about other recording issues (e.g., recording sessions using other software or for posting recordings on Canvas).