

**Minutes, Student Learning Outcomes Assessment Meetings,
Spring 2018 to Spring 2019**



H. Lavity Stoutt Community College

Paraquita Bay Campus

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STUDENT LEARNING OUTCOMES ASSESSMENT COMMITTEE

Wednesday, 7th March 2018

10:00am – 12:00pm

Marine Centre Conference Room

MINUTES

Present:

Mrs. Marva Wheatley-Dawson
Mrs. Debra Hodge
Dr. Richard Georges
Mrs. Judith Vanterpool
Ms. Sarai Smith
Mrs. Cindy Glasgow
Mr. Keith Kassarie

Also in attendance:

Mr. Gorvey Henry
Mr. Richard DeCastro

Apologies:

Mrs. Bernadine Louis
Mr. Lloyd Wheatley

1. The meeting was called to order by Mrs. Judith Vanterpool, Vice President, at 10:40am.
2. A brief welcome was given by VP Vanterpool as this is her first committee meeting in the capacity of Vice President.
3. Remarks were given by VP Vanterpool commending all for their dedication and hard work. VP Vanterpool then stated that her leadership style is by working through teams and teams are evaluated based on their output. VP Vanterpool then stated that she is comfortable with commending team players for their hard work and in a similar tone and with no hard feelings, tell the team to pull up their socks. Lastly, VP Vanterpool stated that the college is facing lots of challenges and there are areas we can tighten up on. She then shared her slogan of encouragement "We will rise."
4. The charge was then reviewed and edited with input from all committee members present. The revised charge will be placed in the respective folder on the O Drive. Grammatical errors were identified and amended. The inclusion of faculty representation from the Culinary Arts department was made making a total of 6 faculty among the voting membership. Dean Dawson made mention that large departments should have at least 2 faculty members on the committee. The removal of student representatives from the

membership, and including an additional responsibility to obtain student input through the Student Success Centre was drafted as follows, "Based on matters to be discussed, student input will be obtained via discussions, surveys, focus groups conducted through the Student Success Centre and info will be brought forward to the committee." Among the non-voting membership, the Director's title was revised to state Director, Planning and Institutional Research. The Director, Centre for Teaching and Learning under Staff Support was removed and Ms. Yanique Smith was confirmed as the recording secretary for consistency. Lastly, the suggested meeting schedule was suggested to be changed to 3rd week of every month but not confirmed.

5. Regarding assessment plans, Mr. Kassarie mentioned that when faculty is assessing they should speak with students to get feedback by first explaining to them the purpose of the assessment to get buy-in. Challenges faced regarding the assessment, include faculty putting in midterm grades on time. It was mentioned that the Dean and Registrar can work more closely together in this regard.
6. Dean Dawson mentioned that a lot of work was put in by the committee thus far and that a lot of changes were made around the programme learning outcomes. Upgrades to the programme matrix, upgrade the 3 year goals from the matrix to make the programmes more effective and also looked at goals for existing programmes and revised programmes. Each department should have a 3 year plan and should be submitted to Dean Dawson. Programmes that already have developed 3 year goals are asked to be submitted. Dean Dawson also mentioned that when looking at the timeline for assessment, the committee has missed about two years and suggests starting fresh with documentation from Fall 2017. This will allow for programme goals to be assessed Spring 2019. It was suggested that new dates and extend the time to end of March. All programmes, 3 year goals and what will be assessed should be submitted by this new time.

The committee will be looking more so of documenting results and use of those results, what were the problems if any and what was done about them. It was mentioned by Mr. Kassarie that there is a reporting form. Dean Dawson then clarified that if you look at the matrix, you will note that you are not assessing the goals of every class but of the core classes. In a particular course to be assessed, the committee only assess students for taking the class as part of their major. Mr. Kassarie then stated that there is direct measures and indirect measures and timing to intervene is very important in successful assessments. Dean Dawson then spoke about the rubric for assessing should be in line with what you will be measuring. Also, redesigning the rubric to suite would make assessing easier. VP Vanterpool then suggested having the students practice for assessing using a case study approach and even set the rubrics so that students will know what the committee is looking for so that measuring outcomes will then be a breeze.



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Mr. Kassarie then mentioned that course outlines can also be posted on the intranet or online so that there is access off campus and assessments can still be done. VP Vanterpool then mentioned that a check should be done on the academic experience of our students. Mr. Kassarie then brought up the issue around midterm grades and that there should probably have a faculty meeting around this and find ways to alleviate the problems. He noted that there is a decline in attendance after midterms and these are things that affect grades as well. VP Vanterpool then encouraged the committee to work on what was missed. Have counsellor sessions with students by going out to the classes. Make it five minute sessions, as so much can be done in just five minutes and it shows we care.

VP Vanterpool used the analogy of her fishing business and then encouraged the committee to be the team who throws out fish pots and pulls in the most fish. All the faculty need to be on the same page as we are on a life line and it's up to us to live. Mrs. Debra Hodge then spoke about the probation letter that goes out and suggested that it should stop at it has affected the students. Right now there may be 15 out of 60+ students this semester which may be due to the probation letters. Dean Dawson did mention that she has revised the probation letters to soften any harsh effects. VP Vanterpool asked which advisors here are cheering on our mentees, or make an effort to build a relationship with them? She then encouraged the committee to don't wait until enrollment to make that effort as we all have to be that life line.

Dean Dawson then moved forward and spoke about General Eds and expressed special thanks to Lucille Skelton as she worked meticulously with Math and Science in this regard. The timelines and Gen. Ed programme goals will need to be brought forward. Mr. Kassarie mentioned that the programme needs to be reviewed with some elements of critical thinking and asked if the programme should be revised and reintroduced.

7. Regarding Heads of Departments, Dean Dawson said that the outcome assessment is on their shoulders as they've had rounds of practice in 2012-2015. This will be the 3rd go around and the use of results are now to be documented.

It was briefly mentioned that the annual report should be revisited and see what information can be extracted. Mr. Kassarie then mentioned as a reminder that Heads should not wait until the last minute and should work progressively on their contribution

toward the report. Mr. DeCastro then mentioned that it would be good to have a history or archive to keep records and have a holistic documentation in a location for the committee to have access. Dean Dawson Heads of departments were assigned an assessment coordinator to lessen the brunt of the work to help guide and house information.

8. At this time it was mentioned that the Chair will be the Deans and the Co-chair will be determined and selected at the next committee meeting.
9. Any other business: Mrs. Vanterpool mentioned that we will be calling around for agenda items for the next meeting.
10. Dean Dawson then thanked everyone for attending. The meeting was then adjourned at 12:17pm.



1
2 **Student Learning Outcomes Committee Meeting**
3 **Minutes**
4 **9th April, 2018**
5

6 **Present:** Ms. Bernadine Louis
7 Ms. Emily George
8 Mr. Gorvey Henry
9 Mrs. Debra Hodge
10 Dr. Patricia Johnson
11 Ms. Dana Lewis-Ambrose
12 Mr. Maurice Marchand
13 Ms. Mary-Ann Scott
14 Ms. Lucille Skelton
15 Mrs. Judith Vanterpool
16 Mr. Lloyd Wheatley
17 Mrs. Marva Wheatley-Dawson (Chair)
18 Dr. Jasmattie Yamraj
19

20 **Time:** The meeting was called to order at 10:06 a.m.

21 **Location:** The Breezeway, Academic Services Building

22 **Recording Secretary:** Ms. Yanique Smith
23

24 Mrs. Wheatley-Dawson thanked everyone for attending the meeting and asked everyone to take
25 a few minutes to review the minutes from the previous meeting held on 7th March, 2018. A few
26 corrections were made and clarified and adjustments were made accordingly. Dr. Yamraj sent
27 apologies for missing the last meeting.
28

29 Mrs. Vanterpool made a suggestion to regularize student learning outcomes as part of their
30 workload, instead of something separate. Mrs. Wheatley-Dawson asked for a motion for the
31 corrections to the minutes be moved. Mrs. Vanterpool made the motion and Mrs. Debra Hodge
32 seconded.
33

34 Ms. Lucille Skelton stated that she has to send documents approximately three times before she
35 gets a response.
36

37 Mrs. Wheatley-Dawson asked that a special effort be made to achieve the things that are needed
38 to be accomplished. Mrs. Vanterpool emphasized that persons need to take accountability and
39 the nonsense must stop. Persons need to move away from playing yoyo's, and the institution
40 doesn't need anyone who is dragging their feet and living in the past. She stated that that once
41 that frame of mind is removed "We will Rise."

42

43 Mrs. Hodge pointed out that as long as there is no repercussions for your actions, things would
44 continue on the path that it is currently on. Just like anyone is praised for the things that they do
45 well, some form of punishment is to be administered for not doing what is supposed to be done.
46 Mrs. Wheatley-Dawson pointed out that she has asked the Heads of Departments for their three
47 year assessment plan and have not yet received them. The dates for the current three year plan
48 that is due are August 2016 to July 2019. She also pointed out that some departments have
49 continued documenting i.e. Dr. Richard Georges. All department heads should have disseminated
50 to their staff, programme learning outcomes and their results from Fall 2018. She urged that at
51 the next Student Learning Outcomes Meeting, some assessments from some departments
52 should be handed in for the committee to look at. She asked that the three year assessment plans
53 be handed in no later than Monday 23 April, 2018.

54

55 Dr. Johnson identified that the Programme Assessment Handbook is located on the Intranet and
56 the templates are in the appendix of that handbook. Dr. Yamraj will distribute it via email. She
57 urged that the Heads of departments should review the assessment plans before they are sent
58 to the Deans. Student Assessment Plans must always be a part of department meeting, which
59 should be held at least three times per semester, at the beginning in the middle and the end of
60 each semester.

61

62 The nominees for co-chair are as follows:

63 Ms. Mary Ann Scott and Ms. Sherrine Augustine – Business and Computer Studies Department

64 Mr. Maurice Marchand, Mrs. Cindy Glasgow-Harris, and Mr. Richard de Castro – Workforce

65 Mrs. Medita Wheatley – Teacher Education Department

66 Ms. Kemouy George and Mrs. Carolyn O'Neal Morton – Humanities Department

67 Mrs. Sarita Pemberton – Math and Science Department

68

69 Mrs. Wheatley-Dawson then asked Ms. Skelton to give an update for the General Education
70 requirements.

71

72 Members of the Committee confirmed that Music is no longer a general education requirement
73 as it is now a programme. There were some issues presented about Information Literacy and how
74 it is offered to the students. It was pointed out that Ms. Louis, in the past, has worked with the

75 humanities department to get something going in partnership with the Learning Resource Centre
76 with this regard. Dr. Johnson stated that a discussion needs to be held as to where students would
77 acquire the Information Literacy skills from. She suggested that an information literacy
78 committee be created to rectify the issue. Committee members suggested some persons for the
79 Information Literacy Committee and they are as follows: humanities department, Ms. Bernadine
80 Louis, Mrs. Debra Hodge and Mrs. Marva Wheatley-Dawson. Dr. Yamraj pointed out that the
81 timing of the exams need to n be thought through. Mrs. Vanterpool suggested that Ebsco-Host
82 be “brought back on stream.” Dr. Johnson suggested that both MLA and APA formatting be
83 taught, because it is critical, students often mix up the two.

84

85 Ms. Skelton suggested that a General Education Advisory Committee be created especially for
86 the Community component. Mrs. Vanterpool agreed and stated that the charge for that
87 committee needs to be worked out first before any members are suggested.

88

89 Dr. Johnson stated that each assessment should be tested at least once in a three year period
90 and a strategy needs to be developed. Different models need to be looked at based on the
91 proficiency. She also stated that the ETS testing need to be looked at and discussed wen the
92 General Education Advisory Committee is created. Ms. George thinks that the document handed
93 out by Ms. Skelton entitled “A Further Note on Measuring Critical Thinking Proficiency Levels”
94 should be introduced. Members of the committee agreed and Ms. Skelton suggested it be
95 attached to Moodle. Ms. Skelton also suggested that the Television in the Atrium of the Main
96 Building be used as a marketing tool for each programme.

97

98 Dr. Johnson believes that Ethical Reasoning is rarely looked at in the courses listed, (PHI, PSY and
99 SOC 100). Mrs. Hodge stated that she taught SOC 100 and the Ethical Reasoning Component is
100 reflected in her teaching, so Dr. Johnson then suggested that the course outlines be revised to
101 reflect that these courses teach ethical reasoning. MS. George believes that course outlines need
102 to be looked at in general.

103

104 Ms. Skelton ended with her stating that she would try to have results for the plan for the end of
105 the semester.

106

107 Mrs. Vanterpool has a concern about the number of courses the institution is offering, she
108 suggested that some courses and programmes be revised and combined. Dr. Johnson stated that
109 the institution need to look at how the programmes are stream lined. These things have to
110 happen before the Catalogue is distributed. Mrs. Wheatley Dawson reminded persons that any
111 catalogue edits be handed in to Ms. Smith.

112

113 Dr. Johnson stated that each programme should have retention, graduation and transfer rates.
114 Some questions and concerns were raised about the graduation student's survey, Dr. Johnson
115 stated that it would be given to heads of departments to capture each programme.

116

117 Mrs. Vanterpool charged Dr. Yamraj to conduct a survey to see who needs help with assessments.
118 The assessment aspect of the Non instructional units are currently being worked on

119

120 Mrs. Wheatley-Dawson moved for the meeting to be adjourned and Mr. Marchand seconded.

121

122 The meeting was adjourned at 12:01 pm.

Student Learning Outcome Assessment

March 3, 2019

Start: 10:00am

Adjourned: 11:54am

Location: Breeze Way

Meeting called by: Marva Wheatley-Dawson (Dean) **Type of meeting:** Assessment and Use of Results

Presenters: Keith Kassaie and Linette Lewis
(Math and Science Department)
Lucille Skelton (Gen. Eds)

Attendees: Keith Kassaie, Dr. Jasmattie Yamraj, Rochelle Smith, Bernadine Louie (Dean), Lucille Skelton,
Mary Ann Scott

Minutes

Agenda item: Assessment and Use of Results in the Science Programme **Presenter:** Linette Lewis and Keith Kassaie

Discussion:

- 75 percent of the students met the standard from a 62 percent score.
- Students that did both oral and written aspects were lacking in the data component.
- Evaluation will be done again in Chemistry which is not a written component but oral.

Use of Results

Classes leading to SCI235 would incorporate more opportunities for more presentations.

Issues	Suggestions
✓ Students analysing data	Have the course meet 2 hours, supervise practice of in class practice. Give students data and how it should be analysed.
✓ 62% Score standard too low	Change score to 70% or a grade of a "C" which is 65%

Agenda item: Assessment and Use of Results in General Education **Presenter:** Lucille Skelton

Discussion:

- All courses on the degree audits except COM has 10 proficiency areas.
- Three main areas literacy, ethical reasoning and critical thinking (directly and indirectly). Indirect measures – students who are potential graduates are given a survey.
- Quantitative reasoning, critical thinking and foreign language have declined, another study would be done to find out why there is a decline.
- Review the placement exams (Usually done in registry, however Lucille and Dr. Jamattie will assist in June)
- Review the content of Technical Math
- Finance (review the content of work given and applied for value)
- Academic assessment is done in a 3-year span. Year 2020 would be the next assessment.
- Direct assessment in professional alignment of Gen. Eds with goals

- “Weave” programme was suggested to help with planning, accreditation, assessment, etc
- Information literacy needs to be implemented in High School

Issues	Suggestions
✓ Pass rates/placement Exams – Students are not diagnosed properly	Trained personnel should be hired
✓ Bridging High School gap	Department Heads to take the lead with Heads at High School to know what is taught in 12 th Grade. College Algebra from High School Have students take placement exams in June.
	Rubric Training Offer Dean Seminars to High School teachers
✓ Total involvement – Courses/classes are not turning in results	HOD must have faculty turn in Student Learning Outcomes.

Next Meeting April 3, 2019

Student Learning Outcome Assessment

April 3, 2019

Start: 1:30pm

Adjourned: 3:00pm

Location: Breeze Way

Meeting called by: Marva Wheatley-Dawson (Dean) **Type of meeting:** Assessment and Use of Results

Presenters: Rochelle Smith (Humanities)
Emily George (Business)
Hector Penn and Maurice Marchand
(Marine)

Attendees: Keith Kassaie, Dr. Jasmattie Yamraj, Rochelle Smith, Bernadine Louis (Dean), Lucille Skelton, Maurice Marchand, Hector Penn, Gorvey Henry, Lloyd Wheatley, Emily George

Update:

- Dr. Yamraj sent information for Rubic training.

Minutes

Agenda item: Assessment and Use of Results in the Humanities Department. **Presenter:** Rochelle Snith

Discussion:

- 3 programs in Humanities were assessed
 - Human Services (Kemouy Georges):
 - The goal was met. Outcomes from SOC 104 is on target in analyzing the impact of social issues on people, agency, community and service systems. It was assessed that students receive 80% or above based on a societal social issue research project. 2 out of 3 students received above the 80% mark. Clarification will be needed for next assessment to ensure that students understand the difference between micro and macro on how an issue affects society. Courses will be identified were the assessment was introduced.
 - SOC205 demonstrating the knowledge to conduct basic skills necessary to conduct social research. Required an interview with an elderly person in the community, skills from SOC100 was required. Students were expected to receive a grade no lower than 80%. 4 out of 5 scored above the 80% so results were favorable.
 - There was trouble collecting data from Humanities and English although there was data collected. Dr. Pinz ensure the outcomes are met in ENG125. Virgin Gorda also have English courses and data will be included. Where skills and exams are done, similar exams can be used for measurement of outcome. The outcome for Humanities and English will be assessed later in the semester.

Use of Results

Continue to use assessment as it served the intended purpose. It also utilizes skills taught across the program.

Agenda item: Assessment and Use of Results in Business

Presenter: Emily George and Marva Wheatley-Dawson

Discussion:

- Outcome measured ethical standards that are accepted in the business world with a baseline of 75% of students earning a score of C- or higher on ethical reasoning. Students were given practice on short case studies.
- 1st time goal was not met, second attempt students achieved 82% which met the goal of 60% or higher.
- All students across the two sections were to have the assessment as a mandatory question but was not the case. Of the students that did the question did it well.
- It was recommended by Dr. Yamraj to advise adjuncts the purpose of the assessments and notify them in advance.
- **Accounting 220 Introduction to Tax Accounting:** applying the ethical principles and standards accepted in the accounting industry. Assessed from a final exam question where students looked at the payroll act and followed the principles to calculate the tax.
 - In the achievement target 6 students were in the excellent and 3 that were below average. Students had to achieve at least 60% or above to show proficiency in calculating tax.
 - It was suggested that a bench mark should be given when looking at student assessments.
 - Lucille asked if the bench mark should be according to the size of the class. She will look at accounting and assess outside of General Education courses for ethical reasoning.
 - It was suggested by Dr. Yamraj that the first time assessing a particular outcome that the general purpose is to establish a bench mark there and use that going forward.
- **Auditing 201:** Use of critical thinking and skills to access in complex situations. Analyse whether auditor gathered enough information to be audited.
 - All students met proficiency (7 students) ranging from 75-89%
 - The new accounting program started in 2017 as the old program is being phased out.

Use of Results

An effort to be made to include more adjunct faculty in the assessment exercise to help them understand the importance of mandatory questions, no choice should be given to students to further assess the outcomes. More assignments will be given to students for further assessment.

Agenda item: Assessment and Use of Results in Marine

Presenter: Maurice Marchand and Hector Penn

Discussion:

- The outcome was to demonstrate safe working practice in the operation of equipment, tools, and handling of hazardous materials.
 - Maurice stated that no written test can be given to demonstrate safe working practice.
 - At least 70% of students will achieve a grade of C+ or higher for demonstrating safe working practice.

- To collect evidence an observation checklist/rubric related to safe working practice was used in AMS 111 Diesel Engines I and AMS 113 Outboard Engines I
- In analysing the data, the instructor observed student's behaviour in carrying out activities on marine diesel and outboard engines.
- Only two of five students scored at least 70%.
- Hector presented on the outcome to distinguish between the use of various nautical instruments, charts and publications for coastal navigation purposes.
 - The assessment came out of AMS 176 with the target being that 70% of students to achieve a "B" or higher.
 - Method of assessment was a chart exercise.
 - Evaluation was done by Hector himself by using final exam questions and results were established by a rubric.
 - During the Spring of 2018 25% of the student acquired a "B" or higher: 75% students acquired a "C"
 - General consensus was that the program is meeting its achievement target in lieu of the fact that the class of Spring 2018 fell short of the target. It was noted that the average class size would be 6 students
 - For chart reading an issue they have is the class size as it fluctuates. An issue within the class is a math based problem, students are not applying previously learned knowledge from Algebra.
 - A crude compass was built by Hector and it worked for the time being. He mentioned that he suspects that once students see that the work entails more reading and math than expected they are no longer interested.
- It was suggested by Ms. George to have more training on assessment especially those that are new.
- The meeting adjourned with Mrs. Dawson thanking the presenters and stating that we should have the right conditions for assessments to be done.

Use of Results

Concluded that results may have been negatively affected by new grading policy.

- It was stated by Mrs. Dawson that a better analysis needs to be given and not use the grading policy as a reason why the goal was not met. She also stated if the condition is not favorable for students then it need to be recorded.
- It was suggested by Dean Louis that the assessment will be done again.

Next Meeting May 1, 2019 at 2:30pm

Student Learning Outcome Assessment

May 5, 2019

Start: 2:45pm

Adjourned: 4:08pm

Location: Breeze Way

Meeting called by: Marva Wheatley-Dawson (Dean) **Type of meeting:** Assessment and Use of Results

Presenters: Rochelle Smith (Humanities and English)
Emily George (Hotel Management and Computer)
MaryAnn Scott (Finance)
Chef Gorvey Henry (Culinary)

Attendees: Rochelle Smith, Emily George, MaryAnn Scott, Chef Gorvey Henry and Debra Hodge
Apologies from Dr. Jasmattie, Lucille and Lloyd.

Meeting minutes on April 3, 2019 was reviewed and approved with amendments by Rochelle and seconded by Chef Gorvey.

- Page 1 under Human Services “were” needs to change to “where”.
- Page 3 bullet 3 the adjourning of the meeting needs to the end of the page.

Minutes

Agenda item: Assessment and Use of Results Culinary **Presenter:** Gorvey Henry

Discussion:

- The outcome assessed was to demonstrate proficiency in basic terminology and techniques for Culinary arts and baking and Pastry arts to include food preparation, presentation, and service.
- First time using the assessment and 100% of the students met the goal.
- CUL 121 Culinary Proficiency knife skills was used to measure the outcome via an observation rubric. There were 11 practice sessions.
- Mrs. Dawson asked Gorvey what he took away from the assessment. He responded by saying that nothing really was taken away and he expected what the assessment stated. Persons who exceeded came from the technical school so they had more experience. Those that did not exceed were pastry related students.
- No recommendations were needed as things went well.

Use of Results

Continue to use assessment as it served the intended purpose. It also utilizes skills taught across the program.

Agenda item: Assessment and Use of Results in Finance

Presenter: Mary-Ann Scott

Discussion:

- BUS241 AND BUS242 deferred to June 5th for formatting.
- Debra asked, “are the programs sustainable with only two students?” She suggested that programs need to be reviewed and look at the community needs.

Use of Results

N/A

Agenda item: Assessment and Use of Results in Hotel Management

Presenter: Emily George

Discussion:

- Hotel Management assessment deferred to June 5th.

Use of Results

N/A

Agenda item: Assessment and Use of Results in Computer Studies

Presenter: Emily George

Discussion:

- Assessment for CSC215 Capstone: Measuring Time
- Students were given a timeline for having certain coursework in the capstone completed and results shown that the students are behind.
- 38% of students met the criteria.
- Dean Dawson suggested that we need to find out factors as to why students were late with their work. Mr. Cousins is now the lecturer for CSC215, Ms. George will work with him to solve the issue.

N/A

Agenda item: Assessment and Use of Results in Humanities and English

Presenter: Rochelle Smith

Discussion:

- Assessment for ENG125 Shakespeare and other authors.
 - Students were given the choice of three essay questions. The questions included the portrayal of women, the role of the fool, and the role of disguise, which illustrated that the majority of the students appreciated and understood the significance of these issues in the personal, cultural and historical context.
 - The outcome was to develop an appreciation and understanding of literature’s personal, cultural, and historical significance. Assessment was done under the old grading scale as the assessment was done

in 2016-2017.

- Assessment for ENG210 Selected Topic II
 - the outcome was to demonstrate an understanding of literacy forms through studying the elements, structures, and characteristics of different types of literature.
 - Method used was a take home exam to analyse novel Slaughterhouse Five through an identification and interpretation of 10 literary elements.
 - **Use of Results**
The collected data have shown a high proficiency in the recognition of literacy forms, elements, structures and characteristics. On the other hand, they have highlighted an area of weakness in the critical interpretation of those forms. The program will use this information to focus on the weak area throughout literature courses, with in-class discussions, written assignments and focused assessment questions aimed to develop critical skills.

- Assessment for Humanities
 - The outcome was to examine historical events in world civilizations, as well as large trends and themes up through 1500.
 - Method used to collect evidence was a research paper, homework assignments and various short answer questions for both midterm and final exam.
 - Sent back for further review.

Meeting adjourned at 4:08pm.

Next Meeting June 5th, 2019 at 10am.
