

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES OF SPOON RIVER COLLEGE

Wednesday, November 15, 2023, 6:00 p.m.
Spoon River College Engle Conference Center, Rooms A and B
Canton Campus, Canton, Illinois

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, November 15, 2023, at 6:00 p.m., Spoon River College Engle Conference Center, Rooms A and B, Canton Campus, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Jerry Cremer, Chair, called the meeting to order at 6:00 p.m.

1.2 Roll Call

Members Present:	Linda Butler Jerry Cremer Dave Maguire Kevin Meade Phil Murphy Savannah Smith-Coulter
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Members Absent:	John Biernbaum Kent Schleich
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Present: Dr. Curt Oldfield, President; Holly Norton, Vice President of Educational and Student Services; Raj Siddaraju, Chief Information Officer; Missy Wilkinson, Dean, Student Services; Brad O'Brien, Dean, Career and Workforce Education; Colin Davis, Foundation Director; Andrea Thomson, Director, Human Resources; Sarah Gray, Chief Fiscal Officer; Shelli Stuart, Mathematics Faculty; Brian Dalpiaz, Mathematics Faculty; Dr. Win Htwe, Physical Science Faculty; Douglas Okey, English Faculty; Katey Davis, Director, Business Services; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

Also present: Sara McKenna, Wipfli, LLP.

1.3 Pledge of Allegiance

Jerry Cremer led the Pledge of Allegiance.

1.4 Welcome of Guests

Jerry Cremer welcomed those in attendance.

1.5 Public Comment

Jerry Cremer asked if any members of the audience wished to address the Board. There were no requests or public comments.

1.6 Approval of Minutes

1.6.1 October 25, 2023 Regular Meeting Minutes

Following a motion by Linda Butler, seconded by Phillip Murphy, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the October 25, 2023 Regular Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

Last week ICCTA held its regular meeting in Schaumburg. The meeting began with the Trustee Roundtable where information was shared between trustees on the college's approach to Artificial Intelligence (AI), an update to Diversity, Equity, Inclusion, and Belonging, (DEIB) and a sharing of board approaches to annual versus two-year reorganization and changing officers. A summary is being prepared for distribution.

At our luncheon the Association Governor J.B. Pritzker for his leadership in helping community college and presented him with the Association's Michael S. Monaghan Meritorious Service Award. He took the opportunity to address the group, thanks trustees for their service and said he will continue to support the community colleges.

In addition to the Governor, Illinois Secretary of State Alexi Giannoulias spoke to our group. Secretary Giannoulias is the former Chairman of the ICCB and has a close understanding of the community college mission. He also thanked the trustees for their service and pledge his continued support in the future. It speaks well for our group that both the Governor and the Secretary of State spent time with us last Friday.

During our meetings, Jessica Nardulli, ICCTA Legislative Counsel and Jim Reed, ICTTA Executive Director gave updates on pending state and federal issues. There were several bills that passed both houses during the Veto Session. A list was provided in the recent legislative report posted by Jessica Nardulli. On the federal level there is concern about several new rules being established by several federal agencies that affect community colleges. They range from workforce, bachelors of nursing, to overtime regulations.

ICCTA adopted their annual legislative goals which are for the most part in line with those adopted by the Presidents Council. A copy is available on the Association's website.

ICCTA will be assisting with an ACCT's November 30-December 1 Governance Leadership Institute which will be hosted by Heartland Community College if any trustees are interested in a two-day session on trusteeship and governance.

The next meeting will be in conjunction with the NLS in Washington, DC February 4-7, 2024.

Included with my report are a list of dates and meetings of interest. Let me know if there are questions.

1.8 Report – Student Government Representative

Savannah Smith-Coulter presented the following report:

Congratulations to Alyssa Riggs who was the October recipient of the SRC Student Shout-Out. She also received a \$100 Visa Gift Card.

Phi Mu Tau, students in the Diesel and Power Systems Technology program, hosted the 13th annual Pancakes for Bette (Betty) fundraiser. This year's event raised \$903 which will be donated to St. Jude's Children's Research Hospital.

SRC Theatre presented three public performances of their production of Eugene Ionesco's drama *Exit the King* November 3-5. A November 2 sneak preview was presented to students from Lewistown and Cuba High Schools. The show by the numbers:

- The company (cast and crew) of the production included
 - 17 currently enrolled students, including some dual-credit high school students (and one student trustee)
 - 3 college employees
 - 2 community members
- The show was attended by approximately 150 patrons over three public performances plus 60 high schoolers for the sneak preview

The company of *Exit the King* would like to express their gratitude to the College and community for their continuing support of the arts at SRC.

The Speech and Debate Team recently competed in the second Online Asynchronous Tournament, and while they received good constructive feedback and solid finishes, the participants did not advance to the final round. Rehearsals and adjustments are under way for the next tournament. Wish them luck!

The Healthcare Enthusiasts and Leaders (HEAL) student association is currently hosting an educational campaign about sexually transmitted infections and sexually transmitted diseases. The campaign is called "Keep Calm and Condom On." Students received flyers, brochures and condoms from the local health departments. One in four college students has an STI or STD so sharing some information about how to prevent them and also where students can go locally to get tested and find treatment options is important.

Congratulations to Lyric Edgerle a freshman on the SRC Lady Snappers Volleyball team for being named All-Conference and as 2nd Team All-Region.

TRIO events/activities for November include:

- First Generation College Student Celebration activities-faculty and staff profiles on social media, cake and punch celebration, online trivia, and employee and student bowling.

A Thanksgiving dinner and canned food drive was held today in Canton and yesterday in Macomb. Student Government members hosted the event that brought in numerous cases of nonperishable food. The monetary donations will support the SRC food pantries, and the food collected will be delivered to local food pantries.

Alpha Gamma Tau (Ag students) and Students for Environmental Action (SEA) are hosting their annual fall bonfire this event.

AGT students will be attending the 10th Grade Career Day at SRC this Friday demonstrating soil conservation by using their new soil erosion demonstrators.

The Snapper basketball season is underway. Women have a home game this Saturday and men on Monday. Schedules are available on the website. Come cheer on the Snappers!

1.9 Report – Spoon River College Foundation

Phillip Murphy presented the following report:

- Financials: Revenues: \$44,694.22
- The SRC Foundation Board met this morning at 7:30 a.m. via Zoom with some present on campus.
- Action items included the acceptance of the 2022-23 audit, which Sarah Gray presented, and which came back clean. We're grateful for all of the work Sarah, Katey, Amanda, and the whole team do on the Foundation finances, as we know it's not an easy task.

- The Board won't meet in December (as per usual); however, committees are likely to meet as needed. The next full meeting is scheduled for 7:30 a.m. on Wednesday, January 17 at 7:30 a.m.
- Most of the Board likely has or will shortly receive our Thanksgiving postcard, which went to all donors who have given since July 2022, as well as a few other donors. I appreciate Sally Shields, Sherri Rader, and student worker Kaden Otto, who all worked together to help to bring my vision to life, and, more importantly, helped us show a little additional gratitude to the people who support SRC students by giving to the Foundation.
- A final reminder to get your tickets for the SRC Community Chorus' winter concert, *The Wonder, Full World of Winter: An International Concert*, which takes place on December 2nd at 7 p.m. and December 3rd at 3 p.m. and 7 p.m. All funds benefit the new Susie McMillen Memorial Scholarship. Please contact the Foundation office to get your tickets today.

Colin Davis presented the following report:

- Finally, as you might guess, much of the Foundation's work currently is centered around the upcoming #GivingSPOONday campaign, which takes place on Tuesday, November 28 this year. I've gone into great detail in the past about what it takes to pull off this campaign, so I won't go into too much detail tonight, other than to catch you up on the few new things we're doing for this year's campaign:
 - A larger mailing list. Our appeal letter went out to approximately 9,000 addresses last year, and it'll be closer to 12,000 this year. That means we're adding an additional 3,000 addresses, which will come from the wealth-screened portion of our list of pre-1985 alumni.
 - Thanks to Mitch Williams in IT, we've completely rebuilt the #GivingSPOONday webpage, and we think it's much sleeker, less text-heavy, more user-friendly, and certainly more mobile-friendly. We'll also be "taking over" the college's homepage for a day, with anyone who goes to the src.edu homepage being greeted by the giving form to hopefully generate some gifts from people who were coming to the website for other reasons. They'll then have the opportunity to continue to the SRC homepage as normal should they not want to give.
 - A personal email to all recent, former scholarship recipients – impressing on them the importance of giving back so that future students in similar situations would have the opportunity to receive scholarship support.
 - A personal letter or email to all supporters of #GivingSPOONday from previous years – if they gave once, they likely know the importance of the day.
 - Finally, seeking to increase support among the student body by offering a t-shirt, designed by a current SRC student, to current students (and some others) who either donate themselves or recruit two donors for #GivingSPOONday.

In addition to a gift toward the campaign, I'd ask for Board members' help in getting the word out to others. Whether that's by reaching out to friends, family, and colleagues who may be interested in helping our students with a gift; or by sharing our posts on social media; or anything else, it all helps our campaign be the best it can be and helps us to reach hundreds of people we may not have reached otherwise.

The Foundation Board members agreed this morning to challenge themselves to each get 10 friends, family, or other potentially-interested folks to donate to our campaign by November 28 – even if it's just \$1 or \$5 – and I'd encourage the Trustees to consider attempting that as well.

And to hopefully inspire you a little bit about what success on this day can mean, I wanted to give you all the chance to see this year's video (<https://youtu.be/RvOY5kDQPVo>) before it goes public tomorrow morning, with gratitude to your former Student Trustee and our former Foundation Board member Brendon Bauman, who again worked with me for many hours to put this video together.

1.10 Report – Board Member Comments

There were no additional comments from the Board Members.

2.0 PRESIDENT'S REPORT

2.1 Communications

President Oldfield shared that he attended the *Exit the King* performance and kudos to the students, Douglas Okey, and staff who made that come to life. It was very well done.

Macomb Student Advisor Karen Trusley started at the end of October in Macomb. She is filling the advising position previously held by Patrick Denecke. Karen is on board now and working with students.

President Oldfield provided the Board with a Votec construction update which is still on schedule with a completion at the end of January. For the Macomb Campus, 100% drawings have been submitted and all construction drawings are complete and have been sent to CDB. A prebid meeting is set for December 20 at the MOC. President Oldfield said he has not yet received the bid due date but expects that soon. He would expect early Spring for the opening and award, and construction would begin late spring/early summer with plans to occupy the space in July 2025. We are waiting on CDB to finalize reviews. We should have a better timeline after the December 20 prebid meeting.

President Oldfield reported that the semester is wrapping up quickly, and there have been a lot of activities. He thanked the Student Government for the Thanksgiving meals in Macomb and Canton. It is nice to have the students gather and share in that fellowship.

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of November 2023:

ITEM	AMOUNT
Payroll	\$579,175.82
Accounts Payable (excluding travel)	497,842.63
Accounts Payable Travel Expenses	14,032.94
Accounts Payable BOT Travel Expenses	316.44
Electronic Payments (Health/Life Insurance)	330,108.54
Student Refunds – Accounts Payable	-0-
Student Refunds – Nelnet (electronic)	51,517.21
TOTAL:	\$1,472,993.58

Following a motion by Savannah Smith-Coulter, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees authorized the following payments for the month of November 2023:

Payroll	\$579,175.82
Accounts Payable (excluding travel)	497,842.63
Accounts Payable Travel Expenses	14,032.94
Accounts Payable BOT Travel Expenses	316.44
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Student Refunds – Accounts Payable	-0-
Student Refunds – Nelnet (electronic)	51,517.21
TOTAL:	\$1,472,993.58

2.2.2 Accept the General Audit report as prepared by Wipfli, LLP, for FY23.

President Oldfield presented this item and introduced Sarah Gray who introduced Sara McKenna, Senior Audit Manager, Wipfli, for the audit presentation.

Sarah McKenna thanked the Trustees for the opportunity to present the audit. She said she would address the following Auditor's Reports:

- Independent Auditor's Report
 - Clean "unmodified" opinion on financial statements
 - ICCB Opinions (2)
 - Clean "unmodified" opinion and no compliance findings on the State Adult Education and Family Literacy Grants
 - Clean "unmodified" opinion on Enrollment Data
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Performed in Accordance with Government Auditing Standards
- No findings on internal controls over financial reporting or compliance.
- Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.
- Major Program: Student Financial Aid Cluster
 - Qualified or "modified" opinion on direct and material compliance requirements
 - 3 findings on major federal program listed on schedule of findings and questioned costs (pgs106-109)

Sara reviewed summarized financial information, current year to prior year. She presented the Financial Analysis as follows:

Total Assets increased \$2.3M

- Investments increased approximately \$3.1M

Total liabilities decreased \$4.7M

- Net OPEB liability decreased \$3.3M and deferred inflows of OPEB resources increased \$2.4M –provided by State
- Bonded debt, net of premiums decreased \$2.1M due principal payments

Total operating expenses decreased \$3.3M

- State pension and OPEB on-behalf revenues and expenses decreased \$1.5M
- Scholarships, student grants, and waivers expenses decreased \$1.7M due to decrease in HEERF grant student aid.

Net non-operating revenues (expenses) decreased \$3.0M

- Federal grants decreased \$2.3M due to \$2.5M decrease in HEERF COVID funding
- State grants decreased \$1.1M due to decrease in State pension and OPEB on-behalf

Sara McKenna presented and reviewed the Revenue by Source for 2023 and highlighted the top 3: property taxes, state grants, and federal grants. She also presented and reviewed the Expenses by Function for 2023: Instruction, Institutional Support, and scholarships, students, and waivers. In addition, Sara presented and reviewed credit hours, assessed valuation, and property tax rates. She also reviewed the Notes to

Financial Statement Highlights:

Note 2 –Cash and Investments (pg 26)

- \$1.3M of deposits were not collateralized

Note 4 –Debt (pg 31)

- \$2.1M of principal paid in FY2023
- Remaining legal debt margin is \$4.4M

Note 5 Defined Benefit Pension Plan (pg 35)

- SURS net pension liabilities remain at the State level.

- Defined benefit net pension liability attributable to the College is \$43.3M
- Note 7 Other Post-Employment Benefits (OPEB) (pg 41)
- College Insurance Program (CIP)
 - Net OPEB liability is split 50/50 with the State
 - Net OPEB liability attributable to the College is \$4.8M with \$2.4M being reported on College's financial statements.

Federal Compliance Audit

Schedule of Expenditures of Federal Awards (pg 104)

- FY2023 -\$3.5M of federal expenditures
- FY2022 -\$6.1M of federal expenditures

Schedule of Findings and Questioned Costs (pg 106)

- No questioned costs on any findings
- Finding 2023-001 Special Tests and Provisions –COD Reporting - 2 instances (out of 40 student files tested) of disbursement dates in COD not matching the student ledger
- Finding 2023-002 Special Tests and Provisions –R2T4 Calculations - 2 instances (out of 13 R2T4 calculations tested) where SFA funds were returned more than 45 days after the date of determination
- Finding 2023-0032 Eligibility –Conflicting Information – 1 instance (out of 40 student files tested) of conflicting information regarding the number of family members in college between the ISIR and documentation in the student file

Sara McKenna addressed the findings and implications. She said based on experience, the Department of Education will reach out to the College and ask about the corrective action plans. The auditors will follow up on the findings next year. If the findings go away during the next year, there aren't any ramifications.

Linda Butler asked about grants and if the auditors are required to report and how does that process for the grants work. Sara McKenna said the audit is uploaded to the Federal Clearing House and also the EZAudit website. The Department of Education receives a copy of the audit to review, and the College will receive a letter from the Department of Ed regarding the findings and corrective action plans. Linda said the action plan is uploaded with the audit. Sara said yes as well as in the bound audit. Sara said the HEERF finding from last year was reviewed, and it is noted that it was resolved. The Department of Ed will be looking for resolutions and that findings are not repeated. Jerry Cremer asked if prior to the next year's audit, do we need to review the resolutions? Sara said Sarah Gray is working on the resolutions. Sarah Gray reviewed the steps that have been put in place to address the issues and have preventive plans in place. Sarah Gray said the preventive plans are in place to eliminate these issues going forward.

Sara McKenna said the financial aid audit that was conducted this year was a little more in-depth because of changes from the Department of Ed which resulted in some new testings. They also use an internal financial aid specialist that is new this year.

Linda said following up, does the review and management of all of this stay with administration or is there some level of review required by the Board before the next audit. President Oldfield said that would be the Board's direction and this could be reviewed and presented to the Board at the January Retreat and review the plans. Linda said she asks because if it is better to see that the Board is involved also, then it should. Sarah Gray said the resolution follow up doesn't go specifically to board involvement. Dave Maguire said his concern is the Board's statutory oversight function so it is on record as to have corrective action in place. President Oldfield said if it is the pleasure of the Board to have Sarah Gray present at the January Retreat, then we will to the extent we are able without violating privacy laws. Sarah Gray said the audit fiscal review could be presented at Retreats as well as via communications to the Board. Linda said due diligence is best. Sara McKenna said the Department of Ed will communicate the receipt

and acknowledge the corrective actions. Dave said the Board needs to be knowledgeable of new requirements and standards.

President Oldfield thanked Sara for coming tonight to present the audit and thanked Wipfli for their work with SRC.

Following a motion by Dave Maguire, seconded by Kevin Meade, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved acceptance of the General Audit report as prepared by Wipfli, LLP, for FY23.

- 2.2.3 Adopt the PHS (Protection, Health, Safety) Project Resolution in the amount of \$235,000 for the Campus Safety and Security, Canton Campus project. Funds will be available in 2024 from the upcoming PHS tax levy.

President Oldfield presented this item for the Board's consideration. Mike Strauman is unable to attend the meeting tonight but prepared the item for the Board's consideration. President Oldfield reviewed the details of the project with the Trustees. He also explained that this is the start of the property tax levy which will be finalized at the December Board Meeting. Dave Maguire said the Board has had discussions at Retreats regarding security and facilities, and this would certainly improve security. President Oldfield said yes, and considering the response time for law enforcement, this is crucial. There will be future recommendations over the coming years to continue to improve security, not only in Canton, but also college-wide. Linda Butler asked if badges would be coded for certain entrances. President Oldfield said yes, it would be tied to employees and their badges. She asked about student access. President Oldfield said initially all doors would remain open but is certainly subject to change. In the current time, we would not be doing every guest badging in and badging out. Dave said it also gives tracking ability as to who is accessing. President Oldfield said yes, and over the years we have had employees who have received keys that may have not been returned but re-keying has rectified that. These current upgrades are important. There are two aluminum exterior doors that need to be replaced as a part of this upgrade as well. Jerry Cremer said once done, we will have the ability to lock all exterior doors remotely. President Oldfield said yes. Dave said this is just the resolution to establish the project. President Oldfield said yes, and this action gives the administration the ability to submit the project to ICCB and set the amount and have it as a part of the tax levy that will be presented to the board next month.

Following a motion by Dave Maguire, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees adopted the PHS (Protection, Health, Safety) Project Resolution in the amount of \$235,000 for the Campus Safety and Security, Canton Campus project. Funds will be available in 2024 from the upcoming PHS tax levy.

- 2.2.4 Bid acceptance for the Votec Building RTU replacement (HVAC)

President Oldfield presented this item and explained that the bid opening for the heating units within the Votec building was on the November 8, and we had 4 companies who submitted bids. Henson Robinson, Springfield, Illinois, was the low bidder with a July 1 2024 completion date for \$150,040. Everything is in line, and the architects have reviewed and double checked the bid, and President Oldfield asked the Trustees to authorize the Bid with Henson Robinson, Springfield, Illinois, for \$150,040. Bond funds will be used to match the EDA grant.

Following a motion by Dave Maguire to award the bid to Henson Robinson, Springfield, Illinois, in the amount of \$150,040 for the Votec Building RTU replacement (HVAC), seconded by Savannah Smith-Coulter, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved acceptance of a bid for the Votec Building RTU replacement (HVAC) from Henson Robinson, Springfield, Illinois, in the amount of \$150,040.

2.3 Institutional Planning

- Assessment Report – Shelli Stuart

President Oldfield said Shelli Stuart is present tonight to provide the Assessment Report.

Shelli Stuart presented the following report:

I am pleased to present the results of our recent assessment efforts, which have been made possible through the implementation of Canvas Outcomes. These efforts have allowed us to not only quantify our assessment results but also make meaningful comparisons from semester to semester, disaggregate data, and identify trends in achievement. Furthermore, we have observed an increase in faculty participation and engaging discussions about our General Education Competencies (GECs) based on our findings.

Canvas Outcomes has been instrumental in streamlining our assessment processes, making it more efficient and informative. Here is a summary of the key achievements and developments:

Quantifiable Assessment Results: Canvas Outcomes has allowed us to quantify our assessment results effectively. We can now measure student performance, attainment of learning objectives, and overall program success with greater accuracy and detail. This will provide us with a clearer picture of the strengths and weaknesses of our programs and student learning outcomes.

(See Table 1)

Comparison Across Semesters: With Canvas Outcomes, we have the ability to compare assessment results from one semester to the next. This feature will be crucial in assessing the effectiveness of interventions and curriculum changes over time. It ensures that we are continuously improving our programs and enhancing student learning experiences.

(See Tables 1-5)

Data Disaggregation: Canvas Outcomes allows us the ability to disaggregate data to gain insights into how different student groups are performing. This capability will help us identify disparities and target specific areas for improvement, ensuring that we address the needs of all our students, regardless of their backgrounds or circumstances. (See Tables 2-4)

Trend Analysis: We can now monitor and identify trends in student achievement, making it possible to adjust our strategies and resources to improve the quality of education we provide. This proactive approach will be invaluable in maintaining high standards and adapting to changing educational landscapes.

Faculty Participation: The implementation of Canvas Outcomes has seen a notable increase in faculty participation in the assessment process. The collection of data in this manner has been a learning experience for everyone and it gets easier each semester. We still have work to do with our part-time faculty members, but the participation of our full-time faculty members has improved significantly. (See Table 5)

Meaningful GEC Conversations: The ability to access detailed assessment data has allowed faculty and administrators to have more meaningful conversations about our

General Education Competencies. This will result in targeted improvements to our GECs, leading to a more well-rounded educational experience for our students.

As a result of these efforts, we are proud to report that we are nearing the finalization of a formal Assessment Plan. (Please see attached document). While it has not yet been approved by the committee, we anticipate minor adjustments may still be made. This plan will serve as a formalized framework for our assessment efforts moving forward, ensuring continued success and improvement in our educational programs.

In conclusion, our assessment efforts, facilitated by Canvas Outcomes, have greatly enhanced our ability to evaluate student learning outcomes, engage faculty in meaningful discussions, and lay the groundwork for a comprehensive Assessment Plan. We are committed to continuous improvement and will keep you updated on our progress as we move forward.

We appreciate your support and look forward to your feedback and guidance as we continue to enhance the educational experience for all our students.

Examples of Results from Canvas Outcomes:

Table 1:

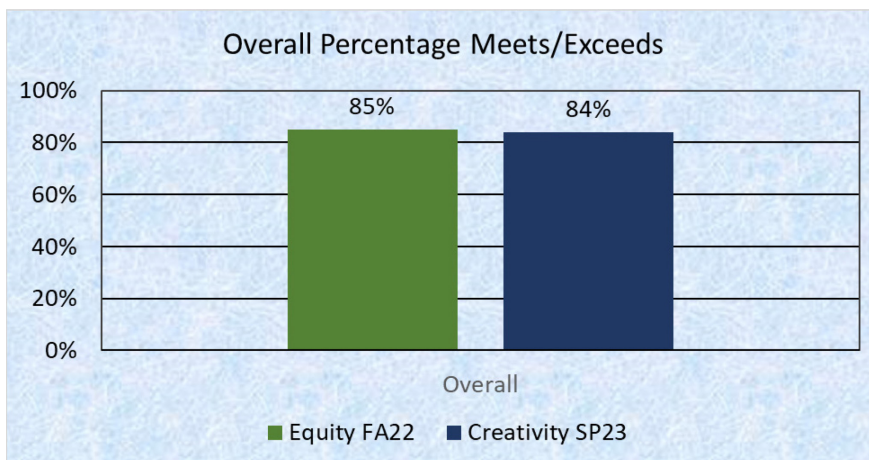


Table 2:

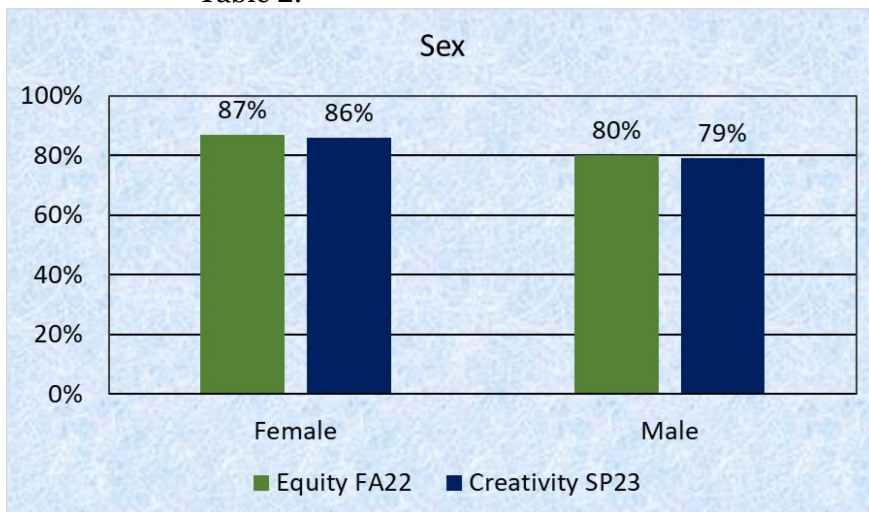


Table 3:

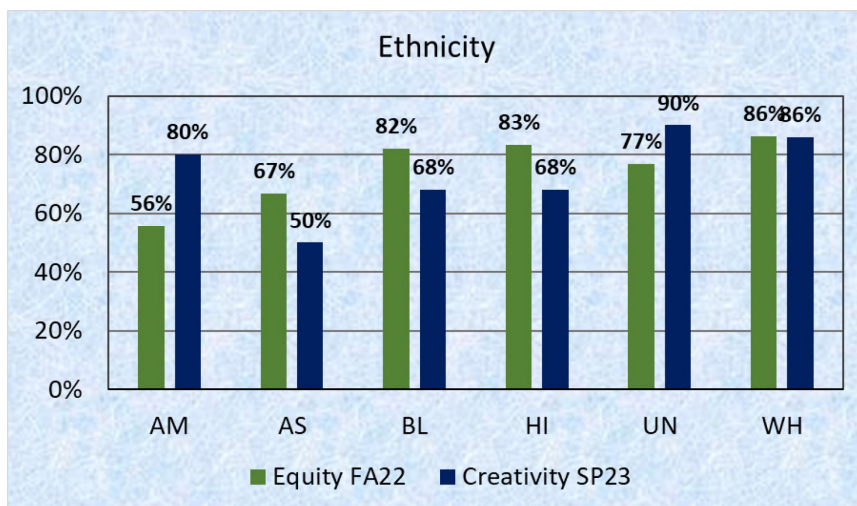


Table 4:

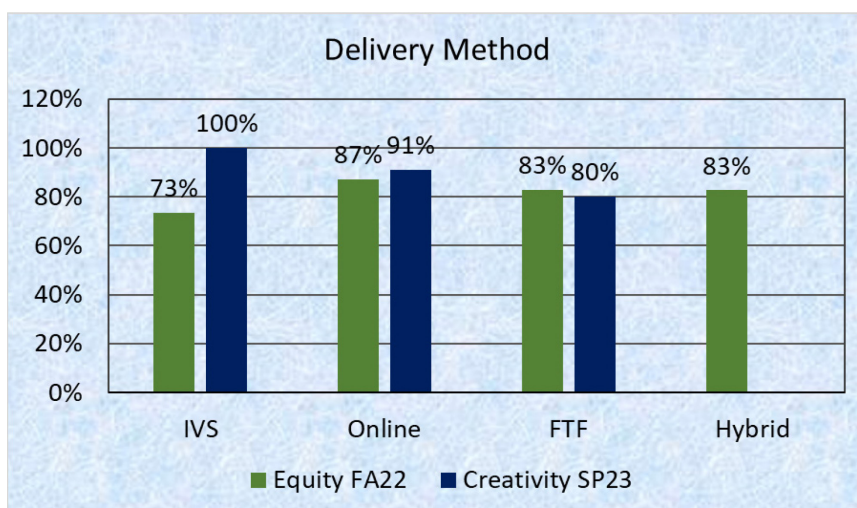
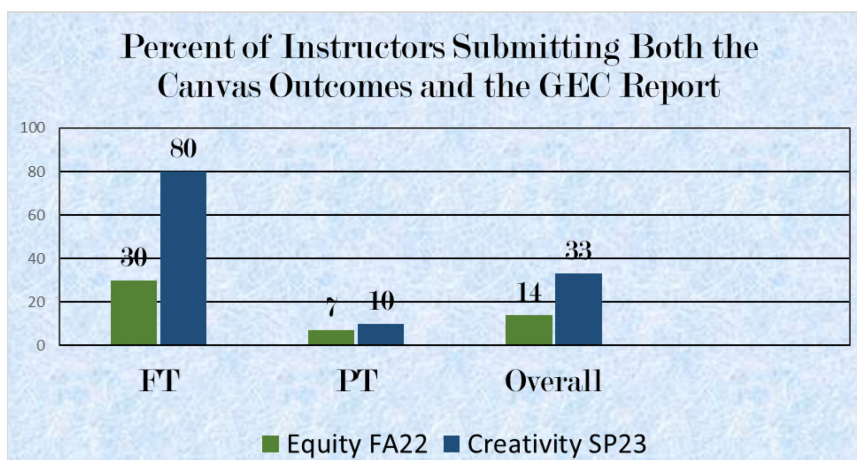


Table 5:



GENERAL EDUCATION ASSESSMENT PLAN AND PROCESSES

At Spoon River College, assessing general education is crucial to ensuring that our students are acquiring essential skills and knowledge. Therefore, the SRC Assessment Committee, comprised of both faculty and staff, developed and continues to manage the following comprehensive assessment plan.

ASSESSMENT COMPONENTS:

- 1) General Education
- 2) Course-Level
- 3) Co-curricular Activities

GENERAL EDUCATION:

General Education assessments are based on our General Education Competencies (GEC), which are:

- Communication: Communicate effectively to achieve individual and organizational goals
- Problem-solving: Use critical, mathematical, and scientific methods to solve problems
- Equity: Utilize principles of equity to make responsible choices in a diverse world
- Creativity: Exhibit empathy through appreciation of arts and creativity
- Decision-making: Obtain and use information to make sound decisions
- Collaboration: Work collaboratively with others to solve problems and achieve common goals

Frequency: General education assessments are conducted at the end of each academic term. One competency is evaluated each semester over a rotating three-year period.

Assessment Tools: Exams, projects, surveys, papers, performance evaluations, etc.

Data Collection: Canvas Outcomes is used to collect and analyze the GEC Assessments.

Assessment Process:

1. Faculty select appropriate assessment tools and create assessment criteria within a course or courses each semester.
2. Students participate in assessments within the chosen course(s).
3. Faculty assess the student learning of each individual student enrolled in the chosen course(s) using a Canvas rubric that includes an outcome for the scheduled GEC.
4. Data is collected, analyzed, and compared to established benchmarks by the Assessment Committee and IR Director.
5. Findings are shared with the following who work collaboratively to identify areas for improvement and implement changes in curriculum and/or teaching methods:
 - a. Faculty members – Faculty Professional Development Day and monthly Faculty Meetings
 - b. Academic Divisions – Division meetings are held each semester
 - c. Disciplines – meetings within various disciplines if needed to further analyze data and implement changes within the discipline.
 - d. Assessment Committee – Monthly Meeting
 - e. Institutional Effectiveness Committee – Quarterly Meeting
6. The Assessment Committee has been charged with reviewing the resulting impact and documenting the overall improvement.

COURSE-LEVEL:

Course-level assessments are based on course objectives which are approved by the college's governance process and listed in all master course syllabi.

Frequency: Assessment of individual courses occurs every semester alongside the GEC assessment. Each instructor chooses at least one objective from one course each semester.

Assessment Tools: Course analytics and Student evaluations.

Data Collection: Aggregated course data, assignment results, course grades, student evaluation feedback, etc.

Assessment Process:

1. Faculty will collect and assess the aggregated course data, student performance, and student evaluation feedback.
2. Faculty will assess the assignment results related to a chosen learning objective.
3. Data will be analyzed to identify areas of strength and areas for improvement.

4. At least one course-level assessment report is written and submitted each semester.
5. Instructional deans or their representatives review the course-level reports each semester and meet with the instructor if needed.
6. Course-level assessment reports are also reviewed in person during Administrative Observation Meetings which are scheduled per SRC policy and faculty contact:
 - a. Part-time faculty – SRC Policy # 3.6.1 Evaluation of Instruction – Part-time Faculty
 - b. Full-time faculty – SRCFA Contact, Section 6.2.3 – Administrative Observation
7. Improvements to enhance course quality will then be made by the individual faculty member based on the reports and meetings.

CO-CURRICULAR ACTIVITIES:

Co-curricular Activity Assessments are based on the following definition of co-curricular activity as defined by the SRC Assessment Committee for purposes of the SRC general education assessment plan:

A co-curricular activity is a structured and purposeful experience or event that occurs outside of the formal classroom setting, is designed to complement and enhance Spoon River College's academic curriculum, and provides students the opportunity to further develop their personal, professional, and academic growth. Co-curricular activities include, but are not limited to, student clubs and organizations, student activities, community service events, and cultural events,

Frequency: Co-curricular activities will be assessed on an annual basis if considered an experience (club, organization, etc.) and on a per-activity-basis if considered an event (poster presentations, student-led blood drive, etc.)

Assessment Tools: Surveys, student evaluations, advisor evaluations, attendance records, disaggregated student participant data.

Assessment Areas: General education competencies, student engagement, leadership development, and program effectiveness.

Assessment Process:

1. Activity organizers define learning objectives and desired outcomes of each experience or event.
2. Participants may provide feedback through surveys and evaluations.
3. Data is collected, analyzed, and compared to established benchmarks by the Assessment Committee and IR Director.
4. Findings are shared with the following who work collaboratively to identify areas for improvement and implement changes to improve co-curricular programs and align them with the general education competencies:
 - a. Activity leaders and relevant campus organizations – upon receipt of survey information and at least annually in preparation for planning the next similar activity.
 - b. Assessment Committee – Monthly Meeting
 - c. Institutional Effectiveness Committee – Quarterly Meeting
2. The Assessment Committee has been charged with reviewing the resulting impact and documenting the overall improvement.

President Oldfield said Shelli and the faculty have done a fantastic job on this initiative, and he is very impressed with the work and progress that has been made over the last year. The faculty have really bought in to the idea of improving that our students are learning what we say they will learn. What is interesting is hearing those conversations for teaching and learning that center around the GECs and the themes that every faculty can and do include. The next step is to bring the part-time faculty on board.

Dave Maguire asked if this applies to all classes. President Oldfield said yes. Dave asked if when we are dealing with our classes that transfer, do we use that as a part of the evaluation. President Oldfield said no, this would be separate from the academic curriculum. This is about the competencies that we want our students to have when they leave SRC. Dave asked if this came up when working with HLC. President Oldfield said yes, and it was a part of their assessment and we have an interim report that is due November 30. We will report on

our progress. In 2025 we will have a report due where we will continue to share and report our progress.

The Board and President Oldfield thanked Shelli for her report.

3.0 ADDITIONAL ITEMS

- January 24, 2024 Board Retreat – Canton Campus

President Oldfield reminded the Trustees that we need discussion items to build the agenda for the Retreat. He asked Trustees to submit items to Julie.

- 4.0 CLOSED SESSION. In accordance with the Illinois Meetings Act, Section 2 (c), the Board of trustees will adjourn to Closed Session for the purpose of 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; or 2). Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Jerry Cremer said there was not a call for Closed Session.

5.0 ADJOURNMENT

Following a motion by Dave Maguire, seconded by Linda Butler, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, November 15, 2023, adjourned at 7:11 p.m.

Jerry Cremer, Chair

Date

Linda Butler, Secretary