



| | |
|------------------|--|
| Committee: | Assessment |
| Type of meeting: | Monthly meeting |
| Day/Time: | September 5, 2014 11:19am – 12:25pm |
| Location: | Graduate Studies Office |

Attendance: Susanne Auer (chair, minutes), Tina Merdanian (Director of Institutional Assessment/Research, ex-officio), Ahmed Al-Asfour, Rainey Benson, Kim Bettelyoun, Jenni Rodin, Michelle Bruns, Karla Witt

| Agenda Topic | Discussion | Action | Responsible Party | Time Due |
|---|---|---|-------------------|----------|
| I. Wocekiye | offered by Ahmed | | | |
| II./III. Woksape | offered by Tina | | | |
| IV. Elections a. Chair b. Vice chair c. Secretary | Jenni nominates Susanne, 2 nd by Kim Tina nominates Kim, 2 nd by Rainey Michelle nominates herself, 2 nd by Rainey | Susanne elected chair unanimously Kim elected vice chair unanimously Michelle elected secretary unanimously | | |
| V. Approval of Minutes | The 5/2/2014 minutes will be reviewed at the next meeting | | All | 10/3/14 |

| | | | | |
|--|--|--|--|-----------------|
| VI. Charges: Assessment Committee | | | | |
| a. Revision of By-Laws | In order to change the Assessment Committee officially from a standing committee to an advisory committee, the By-Laws need to be changed. The Assessment Committee approved a revision of the By-Laws during the previous school year but due to no consensus regarding committee responsibilities, the revised document was never taken to the other committees. In addition, it was discussed to change our name to Assessment and Accreditation Committee. | The By-Laws and the name change will be discussed at the next meeting | Susanne | October 3, 2014 |
| b. Plan / Handbook / Guide for Assessment | There is a lot of disconnect between the various assessment processes and reporting. Through this comprehensive guide, we will attempt to help streamline assessment. The plan will include the frameworks for the Assessment Committee, general education assessment, and assessment of co-curricular activities. | Some of the tasks have been divided up as follows: i. Definition of terms (glossary) ii. Co-curricular outcomes iii. Definition co-curriculum iv. Syllabus for student orientation v. List of co-curricular | Michelle Susanne Tina Kim Rainey | |

| | | | | |
|---|---|---|--|--|
| | | activities by departments vi. Co-curricular mapping | Susanne | |
| c. List of all institutional assessments | This would include Accuplacer, TABE, NSSE, FSSE. For each tool, we need to list how we are using the results | To be discussed later | | |
| d. Assessment of Student Academic Achievement policy | The Assessment Committee worked on the policy and procedure last year but the documents will have to be revised again with input from Tina | To be discussed later | | |
| e. Finish program review handbook | The handbook was started but still needs much work. | To be discussed later | | |
| f. Practice run for board presentations | The academic chairs will have to present assessment data from their department to the Board of Trustees on the weekend of 10/11-12. The VP of Instruction would like the chairs to first present to the Assessment Committee so that they can receive constructive criticism. | It was decided to ask chairs to submit their draft to the Committee by 9/26 and to have the presentations on 10/3 at 1pm. NOTE: This event was canceled. | Ahmed prepares the criteria for the chairs' presentation | |
| VII. Update Assessment Academy (Kim Bettelyoun) | Assessment Academy members scored Engl 103 and Engl 113 papers using a general education rubric. The next report will be due soon. | | | |