

## Assessment Committee Meeting, September 26, 2012

### Minutes

Meetings held in MCML 102

Start: 11:00 am

Adjournment: 12:00 pm

Attendees: Dave Douglas, Jonathan Foster, Cathy Fulkerson, Rick Mackey, Linda Uhlenkott

#### 1. Committee discussed structure of meetings

Decided to meet once per month

Decided schedule meeting times and dates that would facilitate all committee members' attendance

Decided to have set agenda for each meeting

Decided to have someone take minutes of each meeting and post on committee website

#### 2. Discussed assessment policies, requirements, and submission of outcomes

**Issue:** faculty need to supply criterion for success on completed assessment forms

-what percentage obtained by of what percent of students equals successful outcome

Decided to ask department chairs to remind faculty that they must submit assessment outcomes for two courses each year (one course each semester). Will follow up with email to faculty chairs that includes assessment policy sheet

**Issue:** gen. ed. outcomes not being submitted by all.

Decided to also remind chairs that gen. ed. outcomes should be submitted as well as course outcomes. Also suggested that committee contact chair of Gen Ed committee to exchange ideas and information. The two committees need to know what the other is doing.

**Issue:** adjuncts need to be told to submit outcomes for one class per year

Decided to mention this to department chairs

**Issue:** deadline for submission of assessment outcomes for fall semester

Decided to consider deadline in mid to late January

**Issue:** modification of assessment outcome form

Decided to modify outcome form to include criterion for outcome success, and to make sure that gen. ed. outcomes have been assessed.

**Issue:** Discussion of change of assessment policy wording

Decided that wording of procedure 1.0 Instructor Responsibility should be modified to reflect that adjuncts submit outcomes for one class per year while full time faculty submit Course Assessment Report Forms twice per year (one class per semester). Current language does not make this distinction.

**Issue:** assessment reports availability

Kathy will have assessment reports available at next meeting of committee. Function of committee will be to read and assess the reports. Will ultimately write a summary report that will be made public.

Meeting adjourned 12:00 pm