Assessment Committee  
Meeting Minutes  
December 5, 2012

In attendance: Larry Manno, Mary Ann Tobin, Maxi Armas, Bill Justiz, Bob Greenwald, Carol Lynch, Tereza Dyer, Mary Casey-Incardone, Annette Jajko, Sue Rohde

The meeting began at 2 PM in E-210.

- Larry gave the committee an update on assessment status. As of December 5, 2012, nine programs still have not submitted assessment plans for the 2012-2013 year. Committee members are working with these programs to ensure 100% compliance.
- The Assessment Committee’s website is complete!! All assessment information may be found at www.trtion.edu/assessment. While visiting the website, pay attention to the important information section, which explains how one can retrieve assessment information that has previously been submitted. Also, be aware of important dates and deadlines and the three forms that must be completed each academic year.
- An assessment fair will be held at Elgin Community College on Friday, February 15, 2013. Registration is $99/person. For more information, visit the event website at elgin.edu/assessmentfair2013.
- The committee discussed the creation of a more defined calendar of assessment events (see current calendar of events under Part III of the Assessment Committee’s handbook). This calendar would give specific time frames during which assessment activities/events will be occurring. Bill Justiz agreed to create a rough draft of this, and we will discuss it at our next meeting.
- The committee finalized a template for mapping general education outcomes to courses within a program. Specific instructions on how to complete this template were also created. The template, along with the instructions, is posted on the Assessment Committee’s website under blank forms. We will be sending out this information to chairs/coordinators at the beginning of the Spring 2013 semester and will ask for completed forms by Spring Break.

The meeting adjourned at 2:50 PM.