Assessment Committee Meeting Minutes
February 6, 2013

In attendance: Larry Manno, Mary Ann Tobin, Mary McLean-Scanlon, Robin Meade, Bob Greenwald, Carol Lynch, Bill Justiz, Mary Casey-Incardone, Maxi Armas

The meeting began at 2 PM in E-210.

Committee Membership
- Mary McLean-Scanlon was introduced as the new representative from Research and Institutional Effectiveness.
- One representative from Adult Education was removed from the committee membership.
- We are still in search of an academic dean and a representative from Continuing Education to serve on the committee.

General Education Outcomes Mapping
The completed matrix, along with instructions for completing it, has been loaded to the committee’s web page. An e-mail was sent out to chairs/coordinators asking them to complete matrices for their programs and submit them by Friday, March 15.

Assessment Status
- As of Wednesday, February 6, 2013, all programs except four have submitted assessment plans. Efforts are continuing to be made to contact representatives from these four areas.
- Evaluations have been completed for all programs that submitted assessment plans. These evaluations may be accessed by clicking on “Administration” on the committee’s web page. All evaluations are password-protected.

Assessment Timeline and Handbook
- Bill Justiz presented an annual timeline of assessment events. The timeline better illustrates when certain assessment activities will be performed.
- Larry asked all members of the committee to review the handbook, which will be updated at the next meeting.

Assessment Fair
The annual assessment fair for community colleges will be held on Friday, February 15 at Elgin Community College. Registration is still open, and it is $99/person.

The meeting ended at 3 PM.