Meeting 2-1:
Location: E-210 from 2 PM – 3:15 PM
Date: Wednesday, October 5, 2011
In attendance: Larry Manno, Mary Ann Tobin, Maxi Armas, Mary Casey-Incardone, Maria Tereza Dyer, Robert Greenwald, Annette Jajko, Carol Lynch, Robin Meade, Sue Rohde, and Faon Grandinetti

Survey
The Assessment Committee sent to all full-time faculty, through Survey Monkey, a survey to gather ideas about assessment and brown bag sessions. The results were received on Wednesday, October 5, 2011. 58 full-time faculty members participated in the survey, and we learned that 21% of those who answered are somewhat knowledgeable about the assessment process at Triton College; 51.7% consider themselves to be active in the assessment process; 32.8% have only attended one brown bag session per semester; and 51.8% will not attend a brown bag session this semester. We also received helpful information about how we, as a committee, could better assist faculty members in performing their assessments.

It was also brought to our attention that certain faculty members may not have received the survey because at one time, they may have opted out of a survey sent by Survey Monkey. If you did not receive a survey and are interested in completing one, please contact Larry so that you could receive a copy.

Student Learning Assessment Process
Based on the results of the survey, the committee created a two-page handout providing recommendations on how to perform assessments of student learning outcomes. The handout also gives information on procedures for submitting forms and due dates for submission. A copy of this handout is provided in these minutes.

Assessment Plans
The committee discussed the creation of an assessment plan form that may be completed and submitted online. After receiving input from several members of the committee, the form was redesigned. The committee agreed to hold a supplemental meeting to finalize the assessment plan form.

Meeting 2-2:
Location: E-210 from 2 PM – 3 PM
Date: Wednesday, October 12, 2011
In attendance: Larry Manno, Mary Ann Tobin, Maria Tereza Dyer, Robert Greenwald, Carol Lynch, Sue Rohde, Faon Grandinetti, and Cheryl Antonich

The committee finalized the virtual assessment plan. It was also suggested that an e-mail be established for the Academic Assessment Committee under assessment@triton.edu. Larry contacted the help desk to set this up.
Student Learning Assessment Process  
(Updated October 12, 2011)

This document was created by the Academic Assessment Committee to assist faculty members with performing their assessments. It provides recommendations on how to perform assessments of student learning outcomes, and it gives important dates and deadlines concerning assessments. If you have any questions, please contact Larry Manno, Academic Assessment Committee Chair, at X3003 or lmanno@triton.edu.

Assessment of Student Learning:  
The process begins at the level of learning goals and outcomes, which could be found in the program description or individual course outlines. The outcomes will be assessed to determine if learning has occurred and what could be done to improve the learning process for a particular program or course. A meaningful assessment occurs only if it is planned, directed, and performed by the college’s faculty.

Assessment Plan:  
The Academic Assessment Committee recommends that assessment plans be created at the beginning of each Fall semester. We recommend that faculty from a specific program meet with each other to determine the learning outcome to be assessed for the upcoming academic year. Faculty may choose to assess a learning outcome for the entire program, or they may choose to assess a learning outcome for a specific course within the program. Once the learning outcome has been identified, an assessment plan should be completed. The plan should specify the outcome to be assessed, the course/program being assessed, when the assessment will occur, how the assessment will occur (activity), and the means of collecting data. The Assessment Committee will e-mail to you a link to access the assessment plan. The assessment plan may then be completed and submitted online. All assessment plans should be completed and submitted by November 15 of each year.

Assessment Report  
Once the plan has been developed, it is time to administer the assessment activity. After you gather the data, it is time to check out the results and complete an assessment report. The report should include a summary of the assessment activity and data collected as well as a conclusion drawn from the data analysis. It is also important to include a plan of action, which specifies what will be done based on the results from the assessment. The Assessment Committee will e-mail to you a link to access the assessment report. You may then complete and submit this report online. All assessment reports should be completed and submitted by June 15 of each year.

*Please note: If your program has its own accreditation process and reports need to be submitted according to a different time frame, please contact Larry Manno so the committee knows when to expect your reports.

Assessment Implementation Report  
This portion of the process is critical to the completion of the assessment cycle in order to demonstrate how the information gathered during the assessment process has been implemented.
The **assessment implementation report** should include a detailed description of efforts used to improve student learning based on the previous year’s assessment report. Some suggestions include, but are not limited to, changes in course content, teaching methodologies, textbooks, course delivery methods (hybrid, online, traditional), particular assessment methods, classroom instructional materials (Smart Boards, clickers, labs, etc.). You may complete and submit this report online. All **assessment implementation reports** should be completed and submitted by **November 15** of each year.

Sample Timeline (using the 2011-2012 academic year as an example)

<table>
<thead>
<tr>
<th>Action</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Assessment Plan for 2011-2012</td>
<td>November 15, 2011</td>
</tr>
<tr>
<td>Assessment Plan for 2012-2013</td>
<td>November 15, 2012</td>
</tr>
</tbody>
</table>

Assessment Plan due November 15 of every academic year

Assessment Report due June 15 of every academic year

Assessment Implementation Report due November 15 of every academic year