In attendance: Larry Manno, Mary Ann Tobin, Maxi Armas, Virginia Cabasa-Hess, Mary Casey-Incardone, Maria Tereza Dyer, Robert Greenwald, Annette Jajko, Carol Lynch, Sue Rohde

Guest: Marge Stabile

The meeting started at 2 PM in E-210.

HLC visit presentation
Marge Stabile gave the committee an overview of the upcoming HLC visit (abbreviated version of the presentation from the October 27 college hour). Over the next several meetings, the committee will be examining the following sections from the five HLC criteria: 1A, 1C, 4A, 4B, and 5B. The committee will work to help provide evidence for these criteria. Attached with these minutes is the power point presentation that occurred during the November 2 Assessment Committee Meeting.

Assessment Handbook
Larry gave the committee an update on the assessment handbook. A rough draft of the handbook was sent via e-mail to all committee members. Committee members were asked to review the rough draft and submit any changes by Friday, November 11. An updated version of the handbook will be presented at the December meeting, and a final version will be drafted for the first meeting of 2012.

Assessment Liaisons
A current list of assessment liaisons has been compiled and will be sent out to all full-time faculty. On Wednesday, November 16, the assessment committee will hold a meeting at 2 PM in E-210 for assessment liaisons. During this meeting, the committee will provide the liaisons with important information regarding assessments of student learning outcomes. Although the meeting is primarily for the assessment liaisons, anyone interested is welcome to attend. Pizza and drinks will be served, so if you do plan to attend, please RSVP to Larry at lmanno@triton.edu no later than Friday, November 11.

Other
Assessment plans are due no later than November 15. The link to the assessment plan was e-mailed to all full-time faculty on October 19. Another e-mail containing the link was sent to the assessment liaisons on November 7.

If there are any outstanding assessment plans/reports from the 2010-2011 academic year, please submit them ASAP. All information can be e-mailed to Larry at lmanno@triton.edu.

The meeting ended at 3:05 PM.