Assessment Committee  
Spring 2012 Meeting 1 Minutes  
Wednesday, February 1, 2012


The meeting began at 2 PM in room E-210. The following three topics were discussed:

Committee Membership
The current membership was examined. The committee voted and unanimously agreed to the following membership:
- A minimum of nine (9) full-time faculty members, three (3) from each of the following areas: Arts and Sciences, Business and Technology, and Health Careers and Public Services Programs
- One (1) adjunct faculty from each of the following areas: Arts and Sciences, Business and Technology, and Health Careers and Public Services Programs
- One (1) representative from Research and Institutional Effectiveness
- One (1) counselor
- Two (2) academic deans
- The director of Teaching and Learning
- One (1) representative from continuing education
- One (1) representative from Adult Education

Assessment Plan Form Survey
The committee created a survey that will be used to gather thoughts about the online assessment plan form. This form was used by faculty members to create their 2011-2012 assessment plans. The survey will be sent out to all full-time faculty members.

Assessment Report Form
The committee began to create an online assessment report form. This will be used to report the findings of this year’s assessment. The completed form will be sent out online to all faculty members in May. The assessment report form is due on June 15, 2012.

The meeting was adjourned at 3:15 PM.