Assessment Committee  
Meeting 2 Minutes  
March 7, 2012

In attendance: Larry Manno, Robin Meade, Mary Ann Tobin, Bill Justiz, Shyla Rankin, Sue Rohde, Faon Grandinetti, Jonathan Paver, Bob Greenwald, Carol Lynch, Mary Casey-Incardone, Maxi Armas, Tereza Dyer

The meeting began at 2 PM in room E-210.

Creation of Focus Groups
The committee created two focus groups. One group will focus on how the Assessment Committee can better engage faculty to perform more meaningful assessments, and the other group will work on completing the Assessment Handbook.

Results of Assessment Plan Survey
The results of the assessment plan survey were reviewed. According to the results, the majority of faculty who responded to the survey said they were pleased with the assessment plan form and would like to use it in the future to create assessment plans. However, it was agreed that improvements need to be made to the form. The Assessment Committee will use the results of this survey to modify the assessment plan form for future use.

Assessment Report Form
The committee finalized the assessment report form. This form can be used by faculty to record the results of their assessments. As explained in the Assessment Process Form, which was distributed to all faculty in October 2011, the Assessment Report should be submitted no later than June 15. A link to this form will be sent to all faculty in April.

Committee Membership
Based on suggestions made at the last Senate meeting, the committee revised its proposed membership. It was unanimously agreed that the committee should consist of the following voting members:

- Eight (8) full-time faculty members from the following areas: four (4) from Arts and Sciences, two (2) from Business and Technology, one (1) from Health Careers and Public Services Programs, and one (1) from Counseling.
- Two (2) adjunct faculty members
- One (1) representative from Research and Institutional Effectiveness
- One (1) academic dean
- The Director of Teaching and Learning
- One (1) representative from Continuing Education
- One (1) representative from Adult Education