Assessment Committee
Meeting 3 Minutes
Wednesday, April 4 from 2-3 PM in E-210

In attendance: Larry Manno, Mary Ann Tobin, Jonathan Paver, William Justiz, Bob Greenwald, Maxi Armas, Robin Meade, Tereza Dyer, Sue Rohde, Carol Lynch, Mary Casey-Incardone, Mary-Rita Moore, and Cheryl Antonich

1.) Robin Meade and Carol Lynch gave the committee a brief presentation about the assessment fair they attended at Oakton Community College.

2.) The committee approved the recommendations put forth by the focus group created to explore ways to better engage the college campus in the assessment process. The focus group met at 2 PM in E-210 on Thursday, March 29. The committee consisted of Larry Manno, Mary Ann Tobin, Jonathan Paver, William Justiz, Bob Greenwald, and Maxi Armas. Recommendations were as follows:

- **Get rid of assessment liaisons** (Rationale: We are currently assessing 48 programs and, as a result, have 48 liaisons. Eventually, we will be moving towards assessing all programs on campus, which means there would be more liaisons. It would be a difficult task keeping track of all of these liaisons.)
- **Assessment Committee will send all assessment information to chairs/coordinators, and they will provide faculty members in their areas with the information.** (Rationale: There are approximately 26 chairs and coordinators, and it will be easier to keep track of where information is being sent. Chairs/coordinators can then delegate assessment responsibilities to members of their department.)
- **“Assessment days” for each department/area** (Rationale: Members of the Assessment Committee will schedule a time to meet with each department/area to go over the assessment process with them.)

Based on the above recommendations, we developed a timeline of assessment activities for each academic year.

**Fall Semester**

- Assessment Chair attends one chairs’/coordinators’ meeting
- Assessment Chair attends one academic deans’ meeting
- **September:** Assessment Chair sends links to Assessment Implementation Report and Assessment Plan Form to chairs/coordinators
- **October (Assessment Month):** Representative from the Assessment Committee meets with individual departments/areas to go over the assessment process
- **October brown bag session:** Closing the loop on previous academic year’s assessment and creation of new assessment plan
- **November 15:** Assessment Implementation Report (from previous academic year) and Assessment Plan (for upcoming academic year) are due
Spring Semester

- Assessment Chair attends one chairs’/coordinators’ meeting
- Assessment Chair attends one academic deans’ meeting
- **April:** Assessment Chair sends link to Assessment Report Form to chairs/coordinators
- **April brown bag session:** completing assessment report form
- **April:** Campus Assessment Day???
- **June 15:** Assessment Report is due

3.) In light of new happenings (assessment requirements, HLC accreditation, institutional assessment, general education outcomes, etc.), the committee discussed its role and what its major focus should be. It was suggested that this discussion should occur at Academic Senate.

Questions for discussion at Senate:

From the perspectives of all relevant areas, what should be the mission, vision, role(s), etc. of the Assessment Committee?