Academic Assessment Committee
April 7, 2010 2:00 pm
CTE – E-210

MINUTES

Attending Members: Dan Domin, Maria Tereza Dyer, Tom Porebski, Susan Collins, Sue Rohde,
Maxi Armas, Joan Libner, Panos Hadjimitsos, Will Edwards, Liz Bridise, Maureen Musker

A. March meeting minutes approved (Maria Tereza Dyer / Tom Porebski)
   • Old business from the March minutes was reviewed.
     o The status report has been updated on the committee web page.
     o Maureen and Jose Delgado met to work on the committee web page.
     o Work continues on the Blackboard shell.
     o By the first Fall 2010 meeting, adjunct and student committee members should be in place.
     o Dan has maintained contact with program reps regarding the progress of Spring 2010 assessments, and provided guidance and assistance as needed.

B. Program Assessment
   • Updates – Dan Domin
     o 32 programs (of 46 or so) have submitted Program Assessment Plans.
     o Six Spring 2010 Program Assessment reports (cycle completed) have been submitted.
   • Member updates – Tereza Dyer and Tom Porebski shared their experiences collecting data and/or reporting results.
   • Programs with “mature assessment processes”- We discussed the committee’s expectations for those programs who already produce assessment documentation for outside agencies. At this point we have accepted their documents as is and will continue to do so. However, we discussed the need to make sure this cyclical reporting includes some type of ongoing annual review by the programs.
   • Reporting
     o The finalized version of the blank reporting form is up on the committee web page (www.triton.edu/assessment).
     o A Brown Bag for anyone who wants help with their Program Assessment will be held on April 14th from 2-3 in the CTE.
     o Instead of enforcing a deadline for completed Program Assessments (up to and including a report on the Spring 2010 assessment), the committee requests a status report from ALL PROGRAMS by 4/19/10. If the report is complete, it should be emailed to Dan Domin (ddomin2@triton.edu). If the assessment is a work in progress, program liaisons should email Dan to report where things stand as of 4/19. In this way, those whose timetables don’t jibe with an April 19 deadline can continue to work on the assessment in such a way to make it most meaningful for the program. It is essential that the results not only be reported to the committee but are shared with colleagues in the program. This is part of the cycle.

C. Resources review
   • Assessment Committee Web Page –
     o Maureen reported that she and Jose are working on enhancing the page as it exists in Cubelt. After discussion, it was decided that the page will potentially include:
       ▪ Glossary of terms
       ▪ Links to outside assessment resources
• Additional Power Point assessment workshop presentations
• Committee member contact information

We will continue to revise the pages as suggestions come in from committee members and elsewhere.

D. Looking forward – Fall 2010 Agenda

We started a conversation about the focus of the committee moving forward into the next academic year. While a Program Assessment process has been established, we will work next year to maintain and expand participation.

The idea of helping programs establish assessment cycles that correspond to ICCB review was discussed. A model in which a program would annually assess a portion of its outcomes (1/5 for example if the program is on a five-year ICCB review cycle), such that all program outcomes would have been assessed and documented by the time the program is scheduled for review.

For Fall 2010, it was recommended that programs assess two outcomes. Some programs will make changes based on this year’s assessments. Those programs would re-assess this year’s outcome and add one additional.

We also discussed what our focus will be aside from Program Assessment. Course assessment and General Education assessment were discussed. Sue Rohde reported that Science is reviewing their course outlines and that may be a place to think about the assessment of Gen Ed outcomes. Maureen mentioned that the focus at the assessment conferences she has attended has been on broader rather than narrower assessments.

This will be an ongoing discussion, but at the May 2010 committee meeting, Triton’s Gen Ed outcomes and Core Values will be reviewed, with an eye toward creating a through-line from one level of assessment to the next.

E. Action Items

Maureen Musker will:
• Bring the Gen Ed outcomes and any related materials to the May meeting.
• Attend the HLC conference and report back to the committee.
• Finalize our adjunct and student members for Fall 2010.
• Continue to update the online status report.
• Facilitate the April 14th Brown Bag session.

Dan Domin will:
• Continue to contact programs regarding assessment progress and needs.

Jose Delgado will:
• Continue to update the committee’s CubeIt page.

Committee Members will:
• Contribute to program assessment efforts in their areas.
• Attend the April 14th Brown Bag if possible.

Next Meeting – May 5th, 2010 from 2-3 pm in the CTE.

Submitted by Maureen Musker.