MINUTES

Attending Members: Maxi Armas, Tom Porebski, Sue Rohde, Bob Greenwald, Annette Jajko, Carol Lynch, Mary Casey-Incardone, Ric Segovia, Mary Ann Tobin, Maureen Musker

Attending Guests: Chris Dewey

A. December meeting minutes approved (Annette Jajko/ Sue Rohde)

B. Committee chair vacancy – The current chair announced she is stepping down at the end of the semester. She explained the duties of the position and answered questions from committee members. No one expressed immediate interest in filling the position, so the chair will announce the vacancy at the March Senate meeting.

C. Committee function
   a. “Policing” discussion – Since the December meeting in which VP Latham recommended a shift in focus away from “policing,” no other entity has taken up this role. Possibly as a result of the lack of follow-up, no additional academic assessment documentation has been submitted since late November although programs had outstanding documentation due. The importance of personal follow-up was discussed in order for us to keep the momentum we have for Program Assessment. Mary Ann Tobin, CTE Director, and the Maureen Musker, Committee Chair, will meet with appropriate administrators to discuss how to proceed to make sure that our Program Assessment progress does not wane.
   b. Positive reinforcement – The committee can try to incentivize faculty buy-in by proactively offering help that department chairs need to complete processes that are already in place. This will serve not only to offer help where it might be readily accepted, but connecting academic assessment to these processes is a way to make it more meaningful and to get at the comprehensive, cohesive kind of assessment sought (but not yet found) by the HLC.
      i. IPR – Since departments need to provide evidence of assessment, the committee can offer assistance to department chairs.
      ii. ICCB – The committee can target those programs scheduled for upcoming ICCB review and offer assistance.
   c. Pending agenda items – The two issues below were also discussed as future projects for the committee.
      i. Revision of the Assessment Web Page to make it more useful, user friendly, and possibly more comprehensive. Movement on this requires more knowledge about the new Triton website. It may make more sense to wait to revise until more information is procured regarding the transfer from current CubelIt to the new system.
      ii. General Education Outcomes Assessment – A timeline for this long-term project needs to be created.
   d. Guidelines for new Chair—The committee members recommended reviewing the by-laws to be sure our current direction fulfills those by-laws and will set the new Chair on a logical course of action in compliance with the established functions of the committee.

D. Campus-wide Assessment Task Force
   a. The committee agreed that an Assessment Task Force should be recommended at the next Senate meeting.
ACTION ITEMS:

Committee Chair will:
- Contact liaisons regarding program assessment status
- Update status report and reload to the committee web page
- Send the updated status report to the deans
- Inform Senate Chair that the Academic Assessment Chair vacancy can be announced to the Senate body.
- Recommend an Assessment Task Force at the next Senate meeting
- Question the process for assessing the ATD initiatives
- Meet with CTE Director et al regarding program assessment follow-up moving forward
- Email committee members for task force recommendations
- Investigate ICCB review schedule
- Invite Master Plan experts to a future meeting
- Investigate Triton website update
- Facilitate March Brown Bag

CTE Director will:
- Set up a meeting to discuss follow up process for program assessment
- Facilitate March Brown Bag

Next Meeting – April 6, 2011 from 2-3 pm in the CTE.

Submitted by Maureen Musker.