Academic Assessment Committee  
September 1, 2010  2:00 pm  
CTE – E-210

MINUTES

Attending Members: Maria Tereza Dyer, Susan Collins, Sue Rohde, Maxi Armas, Tom Porebski, Jose Delgado, Susan Collins, Mary Casey-Incardone, Will Edwards, Mary Ann Tobin, Maureen Musker  
Attending Guests: Sylvia Sztark

A. May meeting minutes approved (Maxi Armas/ Sue Rohde)

B. New CTE Director – Mary Ann Tobin, our interim CTE Director was introduced to the committee. We briefly discussed plans for easing her into her role in our program assessment efforts. It was agreed that at least for the Fall 2010 semester, instead of one-on-one meetings to review plans and reports, attendance at Brown Bags will be encouraged. Committee members will follow-up with program contacts per a sign-up list. Members will also be divided into two groups, assigned to attend every other Brown Bag as mentors. In addition, we are developing rubrics for assessing plans and reports through the committee.

C. Professional Development – Maureen Musker shared information on upcoming webinars and conferences. She will email this information to all committee members.

D. HLC Report / Response – The bulk of our discussion revolved around the HLC response to our report and our subsequent action plan. The concepts that most caught our attention in the HLC response were comprehensiveness and integration.

1) Comprehensiveness – To make academic assessment more comprehensive, we discussed two major ideas: increased participation in current program assessment and including general education outcomes in the process.

Action Plan:

- While meaningful assessment is the ultimate goal, the committee will work on “default” assessment that can be used by programs across the board if lack of time and resources are preventing participation in the process.
- The assessment review cycle will include deans in the process.
- Increase awareness of the resources already available that simplify the process, especially those on the committee web page, where all program assessments are posted.

2) Integration of academic assessment into the budgeting and planning cycle.

Action Plan:

- Invite those involved in these processes to the October meeting, specifically VP Stabile and VP Latham along with President Granados.
- Contact our HLC representative and find out what kind of guidance and support is available from them.
- Work toward programs developing five-year assessment plans that correspond to the ICCB program review.

3) As noted above in section “B” we also have a plan in place for working with the CTE Director on continuing and strengthening the Program Assessment cycle that has already been established.

Next Meeting – October 6, 2010 from 2-3 pm in the CTE.

Submitted by Maureen Musker.