In attendance:
Larry Manno, Mary Ann Tobin, Maxi Armas, Virginia Cabasa-Hess, Mary Casey-Incardone, Maria Tereza Dyer, Robert Greenwald, Annette Jajko, Carol Lynch, Robin Meade, Sue Rohde

Introductions
The meeting began at 2 PM in room E-210. Larry Manno was introduced as the new chair of the Assessment Committee. Members introduced themselves and gave a brief history of their involvement with the Assessment Committee.

Triton College’s Assessment Goals
Mary Ann Tobin gave the committee an overview of Triton’s assessment goals and preparation for the HLC visit during Fall 2012 or Spring 2013. The HLC will look for evidence of the college’s expanding upon its current assessment reporting structures to demonstrate how they are being used to “close the loop” by creating program-level assessment missions, implementing improvements in classroom instruction methods and/or revising curriculum.

Handbook
One of the short-term goals of the Assessment Committee will be to revise the current Assessment handbook. The handbook will tentatively address topics such as: what is assessment and why should it be done; the roles and responsibilities of the assessment committee; and the process for assessment (timelines, PEAR model, etc.). The handbook will also include sample assessments for faculty to follow as they prepare their own assessments.

Every two weeks, the committee will work on preparing one section of the handbook. Discussions will occur in the Blackboard shell created for the committee. The goal is to have the handbook complete by the end of Spring 2012.

Liaison/brown bag revisions
It was discussed that attendance for brown bag sessions has been extremely low. As a result, the committee explored ways to make the brown bag sessions more helpful in order to increase attendance. A survey about brown bags/what would be helpful in regards to assessment will be prepared and sent out to all faculty. The committee will use the results of the survey to generate ideas for productive brown bag sessions. It was, however, suggested that the brown bag sessions be used to help departments with their assessments. Each session would be geared towards a certain department. This discussion will resume once the surveys have been analyzed.

The first brown bag session will be held on Wednesday, September 21 from 2-3 PM in E-210. The topic of this session will be Finish Outstanding Assessments and Get Started on New Ones. Members of the committee will be available to assist faculty members in completing their Fall 2010-Spring 2011 Assessments. Computers will be available for individual use. Faculty may also come to get information on how to start their assessments for the current year.
Web site revisions
The committee will also be working on revising the assessment committee website. Discussions about this will occur through the blackboard shell created by the committee. The target date for the completion of this project will be the end of the Fall 2011 semester.

Other
The Assessment Institute in Indianapolis is scheduled for October 30 - November 1, 2011. This highly regarded institute is the oldest and largest conference focused exclusively on outcomes assessment. Those interested in attending should contact Mary Ann Tobin at mtobin@trion.edu by Tuesday, September 20 so that the appropriate paperwork can be processed.

The next meeting is scheduled for Wednesday, October 5 at 2 PM in room E-210.

The meeting was adjourned at 3:30 PM.