

**Assessment Committee Accepted Minutes**

**Thursday: February 27, 2014**

**12:30 – 2:15 in the Clocktower**

**Members Present: Recorder:**

**Claudette Dupee Joy Locher**

**Chair Stefanie Forster**

**Angela Nadeau**

**Rita Perron**

**Nancy Phythyon**

**AGENDA**

1. Call to Order

2. Approval of agenda

3. Approval of October 2013 minutes

*Claudette made a motion to approve the October 2013 minutes, seconded by Angela, and passed.*

4. New Business

5. Old Business

 5.1 Review of CCSSE data and discussion on next steps

*Stefanie thought that the opportunity for the project had passed. The CCSSEE data is now a year old rendering it irrelevant for comparison to data that would be collected now from faculty who are teaching a whole new set of students.*

*Angela discussed the meeting that some are going to in Bangor to look at CCSSEE results. She is concerned about the dissemination of the summarization and is considering attending to gather the information from an assessment committee perspective.*

*Nancy felt as though “effort” is difficult to assess and this project would be a “tall order”. Disparity is what the committee is looking to explore. Claudette discussed the value of longitudinal data.*

*It was concerning to Angela that CCSSEE results may have limited distribution. Does the committee have the responsibility to share with the greater community? If not who does? Perhaps the committee’s responsibility is to facilitate discussion based on CCSSEE data. The committee discussed Institutional Research’s responsibility. Stefanie will ask Nick to attend the March 25th meeting to discuss how best to work together to make sure the CCSSEE data is disseminated and useful.*

5.2 Review of Program Learning Outcome materials and next steps

*The committee discussion led to Stefanie volunteering to sit with Peg Wheeler to fine tune the submitted Vet Tech PLOs. The PLOs need to be more concise and void of words that are not measurable. The committee discussed the following highlighted concerns although there were not any that they were completely satisfied with, with the exception of perhaps the third one. The submission form also needs to be used to capture ILOs.*

Communicate professionally in any environment including written, oral and electronic formats.

Discuss animal health concerns using appropriate medical terminology as part of their working vocabulary. *Rewrite: “Utilize appropriate medical terminology to discuss animal health concerns.”*

Demonstrate critical thinking and quantitative reasoning in problem solving in a dynamic workplace.

Work effectively as a member of the veterinary team showing awareness for roles of the veterinary technician in compliance with federal, state and local laws. *PLO may be 2 separate pieces?*

Demonstrate knowledge in the care and handling of animals, their normal and abnormal life processes, medical and surgical *nursing*, anesthesiology, diagnostic imaging, and clinical laboratory procedures.

Participate in the management of the veterinary environment showing awareness for public health and safety.

Develop a personal commitment to lifelong learning and a strong sense of medical and professional values. *Measurable?*

Perform with proficiency all skills assigned to the program by the American Veterinary Medical Association and meet all other requirements for graduation required to take the Veterinary Technician National Examination. *Rewrite with emphasis on required proficiencies achieved.*

5.3 Review of Communication Rubric and discussion on next steps

*The committee was not in receipt of the latest draft so there was no discussion. Stefanie will email the correct draft to members.*

6. Announcements

 *The April meeting is rescheduled to May 1st.*

7. Adjournment

 *Claudette’s motion to adjourn was seconded by Rita and passed.*