

**Assessment Committee Minutes**

**Thursday: March 26, 2015**

**12:30 – 2:00 in the Community Board Room**

**Members: Record Keeper:**

**Stefanie Forster Joy Locher**

**Claudette Dupee**

**Rita Perron**

**Annette Tanguay**

**Sam Kelley (arrived @ 1:05PM)**

1. Call to Order

 *By Stefanie*

2. Approval of agenda

 *Claudette - motion to approve, Rita seconded, approved*

3. Approval of February 2015 minutes

 *Claudette - motion to approve, Annette seconded, approved*

4. New Business

 4.1 Date change for April meeting

 *Change date of April meeting to the 30th. Joy – get a room*

*Last meeting for this academic year – The committee remarked that it was pleased with the progress made this year.*

5. Old Business

 5.1 Review the 200-level communication report for possible endorsement

(*Perhaps based on this year’s communication rubric project, the next rubric to work on would be Information Literacy for a follow up. NEASC sent a letter that they were pleased with the committee’s work and has asked the college to submit a report (Fall 2016). In Spring 2017 a peer group representative will come to see if the committee is doing what is says it does. There was discussion about prodding the faculty to improve based on the assessment committee’s findings. Stefanie has discussed this with the academic dean. Annette commented that the Learning Center as a hand out on how to summarize. There was discussion about the “abysmal writing” not referred to in the report. There was concern for both presentation/content and grammar. Only 3 papers in the sampling surfaced as samples that the college would be proud that alumni produced. It was agreed that the sampling size was not sufficient to report on writing findings but was sufficient to report on the sourcing problems. The committee would like to repeat the communication rubric project with a larger sampling.)*

*After discussion, Sam made a motion to accept the report for possible endorsement with the following change: The last sentence will read “integrating sources to include paraphrasing, quoting, and summarizing.” Rita seconded the motion and it was passed. (See Working Paper A)*

5.2 Review of the revision to the ILO rubric on Communication

*Rita made a motion to accept the revision that separates out the first bullet into two bullets making grammar and punctuation a stand-alone bullet. Claudette seconded the motion it passed. The committee asked that a revision date be put on the final version. Joy will update the website and Stefanie will mention it at College Council. (See Working Paper B.)*

5.3 Review of the ILO rubric on Quantitative Competence

*Identity - The committee agreed to remove “consistently” in both occurrences in exemplary. “Identifies” will replace “locates and labels”. Across the category “all relevant, most relevant”, “some relevant” and “does not include relevant” will be used.*

*Analyze – The committee agreed to use “accurately explains all”, “accurately explains most”, “attempts to explain”, “and does not explain”. The italicized section will be removed. The rubric will read “creates a detailed plan”, “creates a plan”, “attempts to create a plan,” does not create a plan”.*

*Solve – The committee agreed that the first bullet will be “applies all relevant mathematical”, “applies most relevant …”, “applies some relevant …”, “does not apply relevant…”. The italicized section will be removed. “All calculations”, “most calculations”, “some calculations”, and “no calculations”” will be used.*

 *See Working Paper C.*

6. Announcements

7. Adjournment

 Claudette – motion, Rita – seconded, passed