**January 22, 213 Meeting held on January 29, 2013**

**Recap sent by Email**

**From:** Stefanie Forster   
**Sent:** Tuesday, January 29, 2013 4:50 PM  
**To:** Claudette Dupee; Nancy Phythyon; Rita Perron; Angela Nadeau  
**Cc:** Joy Locher  
**Subject:** Notes from Assessment Committee

Hi everyone, I just want to bring you all up to speed on what we discussed during the assessment committee meeting today.  In the absence of the chair, I will serve as the facilitator.  Please send me any items that you would like to discuss prior to each meeting, and I will put together an agenda for the remaining meetings.  The next meeting will be Tuesday, February 26 in the Clocktower.

After some discussion, we realized that we need to better define the role of the assessment committee and develop a work plan that reflects the assessment tasks we would like to accomplish.  Some of the questions that we are struggling with concern organizational assessment and the institutional learning outcomes. Without a good working definition of who we are as a committee and what our role is in the college, it will be difficult to accomplish authentic assessment of our programs.  So, we decided that our work this semester should be to grapple with these questions, to define the role of the assessment committee and to create a work plan based on that definition.  We would like to use the rest of the semester to create this plan so that we are in a position to work on it in the fall.

For the next meeting, we have agreed to begin research into the role of assessment committees at other colleges.  If we all try to find a few models, we should have enough material for a good discussion about what we would like to accomplish.  We also need to brainstorm some ways in which we would like to share the ILO’s with the rest of our community.  Can we plan activities and assess them?  Could this be a model for other assessment projects?  Any ideas that you have are open for discussion.  Lastly, I will be talking to Doreen about some of the activities that assessment committee has done in the past and what needs to be saved, such as the approval of program learning outcomes.

Please let me know if you have any questions, comments or concerns; I’ll be happy to add them to the agenda for the next meeting or to clarify anything that we discussed in the meeting today.

Thanks for reading this long message!



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