

**Assessment Committee**

**Thursday: September 22, 2016**

**12:30 – 2:00 in Clock Tower**

**Present: Absent: Recorder:**

**Dianne Fallon Claudette Dupee Joy Locher**

**Cathleen Ferrick Stefanie Bourque**

**Rita Perron**

**Annette Tanguay**

 **Meeting Minutes**

1. Call to Order

 *Dianne Fallon*

2. Approval of agenda

 *Motion to approve by Cathleen, seconded by Annette, motion carried*

3. Approval of April 2016 minutes

 *Motion to approve by Annette, seconded by Cathleen, motion carried*

4. New Business

 4.1 Election of Chair for AY 16/17

 *Motion to elect Stefanie by Rita, seconded by Annette, motion carried*

4.2 Review progress so far; update new committee members on what the committee

accomplished last year.

* *Introductions for new member Cathleen Ferrick*
* *Updated Cathleen with committee’s progress including completion of communication, quantitative reasoning & informational literacy rubrics*
* *Collection of samples for online 200 courses for communication project*

4.3 Review plans from the spring and if necessary brainstorm goals and objectives for AY 16/17. Create a timeline for developing the next rubric.

*Global Awareness/Diversity – There was discussion what this is and about how to measure this. Awareness and attitudes won’t match. The CSSE may provide information. Online discussion boards will be a good place to look. At the November meeting, the committee will look at methods that others are using to assess this and develop a rubric timeline. Committee members should come prepared to share the tools they have found.*

*Dianne outlined the goals/objectives for AY 16/14:*

* *Assessment project for 200 online courses*
* *Global Awareness/Diversity discussion and planning*
* *Use papers collected for 200 online courses for other rubrics*

4.3 Papers for the assessment of 200-level online classes have been collected. Choose a meeting date to begin the assessment process.

 *Dianne suggested that the papers that have been collected be used with other rubrics.*

*The committee agreed to read the papers at the November meeting. The committee will read 3 as a group and then read papers in groups of 2. After what is accomplished at the November meeting, readings will be done as homework.*

*The committee changed its November meeting to the 17th and Joy will reserve a room. Dianne asked Joy to send meeting requests for all meetings to committee members.*

5. Old Business

 5.1

*Cathleen asked if the committee is doing anything is being done to guide faculty at the program level. Dianne said they had not but that doesn’t mean they couldn’t. It was suggested that it be put on the AY 16-17 agenda to discuss how to support faculty at the program and course level. There was concern about whether this would “step on toes”. The committee discussed the mini-grant program developed previously by the committee. Joy will look for the forms/information.*

5.2

*Rita inquired about the process of developing PLOs, how to know when they were adopted and who monitors when they should be revised. Dianne commented that the system has a five year review program. Rita was concerned about the course outline for Environmental Science and Dianne referred her to Maria Niswonger.*

6. Announcements

7. Adjournment

 *Motion by Rita, seconded by Dianne, motion carried*