# Minutes

Members Present: Absent:

Jason Arey Dianne Fallon

Claudette Dupee

Nicholas Gill

Maria Niswonger Recorder:

Doreen Rogan Joy Locher

Annette Tanguay

Amber Tatnall

|  |  |
| --- | --- |
| Assessment Committee | March 26, 2020Zoom Meeting |

1. Call to order

By Amber Tatnall

1. Approval of the agenda

Maria Niswonger made a motion to approve, seconded by Jason, and approved.

1. Approval of the minutes of February 27, 2020

Annette Tanguay made a motion to approve, seconded by Maria, and approved.

IV. Unfinished business

1. Assessment Manual (workshop)

Amber will revise the purpose of the manual using committee suggestions:

* Make the committee’s assessment intention clear
* Improve understanding of how…provide a resource for understanding the process, expectations

The committee had no strong recommendation as to whether or not pictures are necessary/desirable. Amber will continue to insert pictures for now.

Amber will seek President’s Fischer’s thought about broadening of goals.

The committee stressed the importance of closing the loop. Amber will revise based on committee feedback. “What might”…will address the impact on curriculum, programs, and delivery.

The committee discussed the revised rubric. There was discussion about merging the two revision columns but the committee decided against that. Although there was concern that the presenter may feel that the presentation was pass/fail, the committee is understanding this as a way for the presenter to contribute to the greater good for continuity in assessment. A feedback process can help the committee to monitor how presenters are feeling.

The action form is designed after the curriculum committee’s form. Amber will continue to work on it to alleviate the difficulty she experienced in filling in the fields. The action form is a mostly internal form.

1. New business
	1. Planning ahead and moving forward

Amber showed the assessment website to the committee. She will add a link to the assessment page in the portal.

1. Announcements
2. Meeting adjourned

 By vote of committee

**Next meeting:** Thursday, April 9, 2020 at 12:30 via Zoom