# agenda

Members Present: Recorder:

Amber Tatnal l Joy Locher

Dianne Fallon

Cathleen Ferrick

Claudette Dupee

Annette Tanguay

Nicholas Gill

Doreen Rogan

Jason Arey (1:08 pm)

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| Call to order12:32 pm by Amber TatnallApproval of the agendaMotion to approve by Claudette Dupee, seconded by Dianne Fallon, approvedApproval of the minutes of January 23, 2020 and February 13, 2020Claudette made a motion to approve January 23, 2020 minutes, seconded by Annette Tanguay, and approved. Doreen Rogan made a motion to approve February 13, 2020 minutes, seconded by Claudette, and approved. |
| Unfinished businessAssessment Manual (workshop)The committee worked on the Assessment Manual draft 2/20/20.Page 4, Part III Sections: Student Learning & AdministrationBest practices. Student Services supportDianne Fallon suggested that the committee assess what matters most and that will cover both sections.P. 8, Part VI, Section IV – Expand section to strike page 20.Page 9, Section VNick suggested that the committee wait until after settled with President Fischer.  * P. 11 Pyramid   Doreen Rogan said that “Co-curricular & sdministrative goals” are not outside of the pyramid. This should be broadened.   * P. 12 “Departmental Level Learning” – change word “departmental” to reflect intent. Use co-curricular/services throughout to keep language the same. * P. 13   Expand “According to Barbara Wallvoord” – Straight Ahead. Expand three basic steps from students’ point of view.   * + - 1. Change/broaden focus   “What are you trying to achieve?” Not always students services Dianne Fallon suggested exploring what the committee wants to learn about function/services.  Rework to make “Meaningful, Manageable, Measurable” broader including co-curricular.   * “Tools” Section needs to be renamed “3. Tools”.   Dianne suggested adding student artifacts/focus on students.   * Dianne encouraged consideration of NECHE. * P. 14   Add “4” to Take Action.  Remove “to prove to NECHE”. Replace with “to demonstrate to stakeholder”.  In last bullet point, change “effectiveness of the type” to “effectiveness as”.  Remove “culture of assessment” to “operate in environment”.  Add “Quality” as last bullet.   * P. 15 Assessment Cycle language should be consistent with manual language. * P. 18   There was discussion regarding this assessment plan. Who plans? Who evaluates? Who assesses? Amber will research her the role of her job, assessment committee, and college council. Doreen commented that the plan must match the 3 Ms.   * Part X Amber has started a website.   Strike out the graph. Where do we present? College Council is one avenue that is good due to consistency.   * P. 19   Strike “Trustees” and replace with “system Office”. Other categories for “For What?” column include funding, political support, program review.  Add to “Who?” – Current Students, Business Community, Education Partners.   * P. 21   Combine “Why do we need to do assessment?” with “What is the purpose of assessment?” on P. 22. Add co-curricular and administrative.   * Broaden “How does student learning assessment benefit students?” Develop co-curricular in this section.  New business |
| AnnouncementsThe next meeting is March 26th. Penny Remick will be presenting. Committee feedback will go back to her divisional dean. |
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| Assessment Committee | February 27, 2020 |