

**Assessment Committee Minutes**

**Thursday: January 29, 2015**

**12:30 – 2:00 in C117**

**Present: Absent:**

**Stefanie Forster, Chair Sam Kelley**

**Claudette Dupee**

**Rita Perron Recorder:**

**Annette Tanguay Joy Locher**

1. Call to Order

 *Stefanie Forster called the meeting to order.*

2. Approval of agenda

 *There was suggested additions to the agenda under New Business:*

1. *Claudette - discuss the composition of the committee especially in light of Charles Galemmo’s recent resignation.*
2. *Stefanie – PLOs for certificates?*

*Claudette made a motion to approve with the additions, Annette seconded, and the motion passed.*

3. Approval of November 2014 minutes

*The minutes were approved by adding a general adjournment since the names were not in the draft minutes. The motion was made by Claudette, seconded by Rita, and passed.*

4. New Business

 4.1 Review of bylaws to determine “attendance policy” for the committee

*Jesse requested that he be able to participate with the committee but cannot attend meetings this semester as he has a class during the same time. The committee would like him to continue to work on the Assessment Terms Glossary and perhaps he can help with the sampling review with the communication rubric project.*

*The committee should have 4 faculty reps having lost Jesse Miller and Charles Galemmo. Joy was asked to review the posted by-laws to see if the latest change approved by the committee and College Council was done regarding the required membership of the Associate Academic Dean to Academic Dean designee. The committee is down 3 members at this point – 2 faculty and the student rep.*

*Presently, there is nothing in the committee’s bylaws to address absentee members. To change our bylaws, the committee must vote the change to present to College Council for its approval.*

*Stefanie read the language in the College Council Bylaws (Article I, Section 5) pertaining to absentee members: “*Attendance at College Council meetings is required. Representatives missing two meetings during an academic year will receive a letter inquiring into their ability to continue. If the representative is unable to continue, they will be asked to resign.”  *The committee liked this language. Stefanie wanted it on the record that she did email Charles about his absences but he did not respond. This language would preclude Jesse Miller from remaining on the committee. Stefanie did give him first refusal for next academic year.*

*Claudette made a motion to accept the College Council’s language for the assessment committee’s bylaws adding if the email is not responded to, the committee can remove the member’s name at the third offense. Annette seconded the motion and the motion was approved. Stefanie asked permission to tweak the added language and to present it at the March College Council meeting. The committee agreed.*

4.12 Discuss Composition of Committee

*Claudette didn’t believe that with Deidre on maternity leave and Corinne leaving that there would be a student rep this year. The Student Senate is not getting the word to the student body. Annette thought it might be due to the nature of a commuter college. Rita thought she might be able to get a student from her class but it may be a student that only takes one class. Stefanie will send an email to Faculty Senate performing due diligence regarding the 2 faculty vacancies.*

4.2 Review and endorse Program Learning Outcomes for Digital Media

*Stefanie presented the Digital Media PLO submissions. She explained the reasoning behind the PLOs for the degree and both concentrations being the same with the exception of #9. Claudette reasoned that the concentrations have the same courses as the Digital Media degree and there is only a 5 course minimum for a different degree.*

*Claudette made a motion to endorse and it was seconded by Rita. There was some discussion of how quantitative reasoning applies with ratios as one example and a math course is also required. Rita questioned the wording of #5 but it is the language of the ILO. The PLOs were endorsed.*

4.3 Plan for assessment project on 200-level samples

*The committee discussed the process for the project. They will choose one meeting date for just working on the project. There will be at least one reading of one paper for norming purposes. The project will be based on a comparatively small sample. The goal will be triangulation.*

*The report must be shared with Paula and College Council. Promoting the project to the campus community should lead to more involvement, larger samples, and more research. NEASC will look favorably on this smaller to larger plan. This project will show that the committee is respectful with samples and can build trust.*

*The committee agreed to do the norming session in February. Joy will strip all identifying information except for the course. Stefanie reminded the committee that NEASC accepts that any assessment is better than none. The committee did not think that the samples might have come from just the most diligent “best” teachers.*

 4.4 Discuss whether there should be PLOs for certificates

*The committee discussed whether they thought certificates should have PLOs. Looking at the courses required for the certificates, the committee decided there was great opportunity to identify ILOs, especially considering that the certificates are stackable. Stefanie will contact the chairs who have certificates for PLOs asking them to align to the ILO’s to the best of the certificate’s ability but not when not identifiable.*

5. Old Business

 5.1 Review of the ILO rubric on Quantitative Competence

*Rita provided a draft of some work she did on the rubric. Annette suggested the use of a word such as “consistently” in the exemplary column. Rita was not happy with the word “Find” and Stefanie suggested that she talk to Sam. Rita was asked to send a copy of her draft to Stefanie.*

5.2 Review of assessment glossary

6. Announcements

7. Adjournment

 *Annette made a motion to adjourn, seconded by Claudette, and passed.*