

**Assessment Committee**

**Thursday October 15, 2015**

**12:30 – 2:00 in the Community Board Room**

Present: Absent: Recorder:

Stefanie Forster Rita Perron Joy Locher

Dianne Fallon

Maria Niswonger

Annette Tanguay

Claudette Dupee

Margaret Wheeler

**Minutes**

1. Call to Order

By Stefanie Forster

1. Approval of agenda

Margaret (Peg) Wheeler motioned to approve, seconded by Dianne Fallon, and approved

1. Approval of September 2015 minutes

Claudette Dupee motioned to approve, Peg seconded, and approved

1. New Business
2. Old Business
   1. Confirm that the meeting date is the 3rd Thursday of the month in the Clocktower.

Confirmed

* 1. Update membership section of the bylaws.

The committee discussed the change from titles to areas of responsibilities. Claudette reported back that the Dean of Students Jason Arey was okay with another rep but did not feel it was absolutely necessary. Stefanie presented proposed language and the committee agreed that they liked the language that reads for both Academic Affairs and Student Affairs that “representatives will include the dean and/or …..” The committee suggested adding into the Student Affairs section “retention, *and co curricular programming*.”

There was discussion about whether areas should include a minimum number and how quorum (is quorum decided by filled seats?) could be affected by language change. There was also discussion about what the procedure would be if minimums were not met – there is no defined process. Dianne suggested that the bylaw membership discussion be tabled until the November meeting and the committee agreed to table the discussion.

Claudette will follow up about getting a student rep.

* 1. Create the ILO rubric on Information Literacy.

The committee discussed the Information Literacy rubric and the agreed upon draft in progress is attached. The committee also agreed to change all rubrics so that the column that says “average” will be labeled “acceptable”.

* 1. Test quantitative rubric with sample paper.

Three sample papers were handed out for the committee members to test out the rubric to see if it works. Stefanie will send out the revised rubric for each committee member’s use.

1. Announcements
2. Adjournment

Margaret Wheeler made a motion to adjourn, seconded by Claudette and passed