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###### **Division of Academic Affairs**

 **Meeting of the Assessment Committee**

 **Tuesday September 24, 2013**

 **12:30PM – 2PM**

 **Clock Tower Conference Room**

**Attendance:** Claudette Dupee, Rita Perron, Peg Wheeler, Angela Nadeau, Stefanie Forster

**Meeting Called to Order** at 12:35pm by Stefanie.

**Approve Agenda**: Claudette moves to approve agenda; Peg seconds, motion carries

**Review of minutes:** Note to change membership to add Angela Nadeau

Claudette motions to approve minutes “as is”; Rita seconds, Peg abstains, motion carries

**New Business for 2013-14 Assessment Committee:**

**Membership:**

Stefanie to check with senate for membership

Peg on roster for faculty

Claudette to follow up on student membership with Deidre and Brittany

Angela added by appointment to membership

**Assessment Committee Chair Election**: Stefanie volunteers, P motions Stefanie to be the Assessment Committee chair, Rita seconds, all in favor and motion carries

**Work Plan**: Reviewed plan. Focus on ILO’s, PLO’s and CCSSE Data

* Need updated list of PLO completion. Stefanie will follow up with associate dean and check on last year’s PLO completion.
* Reviewed levels of learning outcomes
* Need to find out deadlines for college catalog – Stefanie will follow up.
* Need directive form administration
* Rita requested to see already approved PLOs.
* Stefanie will go to faculty senate for PLOs (perhaps November faculty senate).
* Stefanie to discuss with Paula about requirements for program learning outcomes.
* Stefanie to research PLO development
* Angela to draft a form for PLO submission.
* Rita proposes idea of listing ILOs with course descriptions in catalog.
* Angela encourages PLOs to be added to program sheets.

**CCSSE**

* Review data sheet from CCSSE.
* Discuss role of assessment committee.
* Look at CCSSE data in more detail.
* Assessment committee to consider analysis of raw data in terms of student engagement
* Stefanie to find out from Nick about CCSSE survey data reports

**Course evaluations**

* Discussion about changing questions on teacher evaluation forms for Learning Center
* Faculty determines questions on evals.
* Follow-up with senate and Paula re: questions

**Old Business**

**ILOs Rubrics**

* Discussed process for ILO rubric design
* Random sampling of research papers across the curriculum to evaluate rubrics
* Stefanie will bring rubrics to college council and ask for papers to validate rubrics.

**Adjourn:** Claudette moves to adjourn meeting, Peg seconded, all in favor, motion stands

Meeting Adjourned at 1:52pm