

**Assessment Committee**

**Thursday: September 24, 2015**

**12:30 – 2:00 in the Clocktower**

**Present: Absent:**

**Claudette Dupee Rita Perron**

**Dianne Fallon**

**Stefanie Forster Recorder:**

**Maria Niswonger Joy Locher**

**Annette Tanguay**

**Minutes**

1. Call to Order

 *By Stefanie Forster*

2. Approval of agenda

 *Motion to approve by Claudette Dupee, seconded by Dianne Fallon and approved*

3. Approval of April 2015 minutes

 *Motion to approve by Claudette, seconded by Annette Tanguay and approved*

4. New Business

 4.1 Election of Chair for AY 15/16

 *Claudette nominated Stefanie for chair, seconded by Dianne and passed*

 4.2 Review timing of monthly meeting

*Due to a conflict with the Faculty Management meeting, Margaret (Peg) is unable to attend assessment committee meetings. The assessment committee agreed to move their meeting time to the third Thursday of the month with no change in time if Faculty Management does not change their schedule.*

 4.3 Update membership section of the bylaws

*Stefanie explained that her assessment committee membership is now mandatory in her job description. She suggested that the committee considering changing the wording of the membership from ever changing titles to reflect areas of responsibilities. A certain expertise is required for membership not just a “designee” assignment that the present language allows. Claudette suggested that with the permanent appointment of Stefanie’s job description that the committee consider more than one member from Student Affairs. Claudette will confer with Jason Arey, Dean of Students, to see if he is interested in another representative from Student Affairs. Annette will talk with Amber Tatnall, Director of Library Services and Angela Nadeau, Director of the Learning Center, to get a suggestion for the language for that area of responsibility. Example – Claudette’s area of responsibility is retention. The committee decided to table this until the next meeting*

4.4 Brainstorm goals and objectives for AY 15/16

 *Proposed Objectives from AY 14/15 were defined for this academic year as follows:*

\*Validate the quantitative rubric with student samples? *Agreed: Annette will look up resources on how to use a quantitative rubric and bring to next meeting. Maria Niswonger may have some lab samples. Rita Perron may be able to provide samples from her SCI 101 class. Claudette can ask students for samples.*

\*Repeat the communication assessment with a larger sample? *Agreed: Small sampling over a period of time is valid until that assessment project produces nothing new. The request for samples will be more focused (refined parameters) than the last time including targeting specific instructors for specific kinds of papers. The solicitation will begin early in the semester as a heads up for the request for samples later in the semester.*

\*Begin development of a rubric to measure the ILO on Information Literacy? *Agreed: Development of this ILO will begin this academic year. Annette will bring the ALA standards for the next meeting.*

*\**Continue to communicate with the larger campus about assessment and build a culture of assessment on campus? *Agreed: Stefanie will send out an article about the evidence of assessment culture in a college. Next steps included discussion about meeting and presentations about results. It was suggested by Dianne that Peg might be able to share something in regard to ILOs and the vigorous Vet Tech competencies. The committee will work on an assessment lib guide that can include videos embedded into the page that can be linked from the portal’s faculty tab. (Surveys may be available in lib guides.)*

 4.5 Plans for creating the ILO rubric on Information Literacy

 *Contained in 4.4. Bring/send (Stefanie) samples for next meeting.*

5. Old Business

 5.1 Review of Quantitative Rubric and discussion on next steps

*Mark Monnin had an abbreviated conversation with Annette that “average” was an incorrect heading in the rubric. After some discussion the committee agreed that it meant “acceptable” and where the “average” student would be leaving YCCC. There was also discussion about using the quantitative rubric for areas other than math. For some areas, the last row labelled “Solve – Draw reasonable conclusion from data? “may not involve deriving at a solution but would involve drawing a reasonable conclusion form data, charts, etc.*

6. Announcements

7. Adjournment

 *Claudette motioned to adjourn, seconded by Dianne and passed.*