# Present: recordkeeper:

# jason arey Joy Locher

# Claudette dupee

# Dianne Fallon

# Cathleen Ferrick

# Maria Niswonger

# Doreen Rogan

# Annette tanguay

# Amber Tatnall

# Minutes

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| Assessment Committee | February 13, 2020 |

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| Call to order*At 12:30 by Amber Tatnall**Welcome to new members Dianne Fallon and Nicholas Gill*Approval of the agenda*Motion to approve by Maria, seconded by Cathy, and approved*Approval of the minutes of January 23, 2019*Tabled until next meeting* |
| Unfinished businessAssessment Manual (discussion)*The committee agreed to go through the manual together. Hyperlinks to sections will be added. Dianne would like to see a statement about artifacts added.* *The committee discussed the flow of the table of contents. Page 52 should link to outcomes. Part 6 needs to be “fleshed out”. The committee agrees that the flow was acceptable.*Process/rubric for approving goals and outcomes (discussion)*There was discussion about what it would look like when a department brings their goals. An action form exists, but how does the committee look at the goals and respond? Amber offered a draft sample of a rubric. There was discussion about the how ILOs and PLOs would act as a resource and guide. Departments will need to self-assess. Discussion continued regarding the committee’s role which is not establishing learning outcomes, making the “meaningful” column tricky. The committee will ask questions to assure that the plan is thought out acting as a guide. Amber will offer moral support in her role. The manual offers useful language for the committee. The goals need to be “meaningful” to the department proposing. Suggested revisions to the rubric included:**Considering words like “unclear”, “developing”.**The “needs major” column and “needs no” revision column will trade places.**“Comments” will be added, perhaps next to “recommendations”.* *The committee may use the library rather than Penny as the first department to evaluate the process.**Part I: Dianne initiated discussion as what to include on Page 6 of what discussion is not. The committee agreed to leave this as is for now. On Page 7, the committee discussed the idea of “experimentation” which seems to be included under “an opportunity”.**Part VI: Suggested Edits:* *President and President’s Cabinet**Wording of “Demonstrate institutional commitment…”**“Coordinate responses…” to include “all operations”**“Identify and manage budgets “to “inform budget decisions”**College Council**Serves for forum and dissemination…. includes assessment of self**Provides oversight of college assessment**Department Heads….**Broaden first bullet.**Consider the removal of “all” in 4th bullet.* *V. Adjunct Faculty**Use same bullets from IV. (Can serve on assessment committee)* *VII. Students**Good place to add about use of artifacts**Students may be representatives on assessment and program advisory committees.* *IX. YCCC Assessment Committee* *Move to third position under College Council.* *X. YCCC Institution Research**Serves on Assessment Committee* *Part 6 – no suggested changes*New business |
| Announcements |
|  Claudette made a motion to adjourn, seconded by Annette, and approved |