

**Assessment Committee**

**Tuesday: January 28, 2013**

**12:30 – 2:00 in the Clocktower**

**Present:**

**Chair Stefanie Forster**

**Rita Perron**

**Recorder Joy Locher**

Due to lack of quorum, no official minutes were taken, however, the opportunity was taken to discuss and edit the most recent Communication Rubric draft.

* + Row and column titles were easy to use and defined the categories and achievement levels well.
	+ In the “Organization” category, Stefanie will edit “Introduction, body, and conclusion…” to indicate that not only is the assessor looking to determine that they are related to the central message, but that they are indeed present. The word “ideas” many be tweaked as well.
	+ In the “Professionalism” category, the word “neat” was discussed and kept. The word “clear” however will be edited to reflect that the presenter is well-spoken and articulate. “For all: projects are…..” Is redundant and will be removed.
	+ In the “Average” column regarding “Professionalism”, the word “correct” will be changed to “adequate”.
	+ “Developing” was determined to indicate that the assignment as presented was little more than a draft. In this column regarding “Professionalism”, the word “or” will be inserted in the first sentence after “neat”.

Stefanie will communicate to the faculty about submitting their PLOs.