

**Assessment Committee Minutes**

**Thursday: February 26, 2015**

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

Present: Recordkeeper:

Stefanie Forster, Chair Joy Locher

Claudette Dupee

Sam Kelley (@ 12:50)

Rita Perron

Annette Tanguay

1. Call to Order

*By Chair*

2. Approval of agenda

*Claudette made a motion to accept, Annette seconded the motion – approved.*

3. Approval of November 2014 and January 2015 minutes

*November - Claudette made a motion to accept, Rita seconded the motion – approved.*

*January – Rita made a motion to accept, Annette seconded the motion – approved.*

4. New Business

4.1 Review and endorse Program Learning Outcomes for HIM and MAS

*Written by Stefanie with Danielle Ebbrecht’s help and based on requirements of certification, approved by Doreen Rogan and Matt Kaszubinski. Global Awareness is evident in HIM’s first PLO. The committee added “critical thinking” to the HIM’s fifth PLO – “Collect and compile…” As a matter of record Sam Kelly voted in absentia to approve. Claudette made a motion to approve the PLOs, Rita seconded – approved.*

4.3 Assess 200-level samples

*There were 25 samples submitted by instructors for the communication rubric project.*

* + - * 1. *Each committee member read the same and scored the same sample individually and then compared their findings. The results for this norming exercise were as follows:*

*Content – average*

*Organization – developing to average*

*Sources – unclear references, but look for ethical referencing not perfect reference style -*

*developing to average*

*Professionalism- average*

* + - * 1. *The committee members were given random piles of samples to read and score with the communication rubric. The committee found there was a gap in the professionalism columns that needed to be addressed. Overall impressions:*

*Sense an effort but not a clear understanding*

*Separate out grammar from punctuation*

*Concern of use of references not referenced in papers, not using references correctly*

*Writing is simplistic, incorrect - some like 9th grade projects.*

*Considered focuses – sophistication in writing and incorporate sources*

*Use of transitional flow, cohesiveness concerns*

*Disconnect between thinking about something and expressing it – can’t summarize or paraphrase, ineffectual use of references*

*The committee chose to bring forward to College Council that the result of the use of the communication rubric with the samples is that students have difficulty expressing and paraphrasing.*

5. Old Business

5.1 Review of the ILO rubric on Quantitative Competence

5.2 Review of assessment glossary

*The committee approved of the presented glossary and that it was a living document that could be added to as necessary. Stefanie will bring the glossary as well as the assessment project to College Council in May.*

6. Announcements

7. Adjournment

*The committee adjourned by mutual consent.*