

**Assessment Committee Minutes**

**Thursday January 25, 2018**

**12:30 – 2:00 Clock Tower Conference Room**

**Members Present: Absent: Recorder:**

Claudette Dupee Nicole Kaszubinski Joy Locher

Dianne Fallon – Chair Jesse Miller - resigned

Cathleen Ferrick

Paula Gagnon

Annette Tanguay

**AGENDA**

**1. Call to Order**

By Chair Dianne Fallon

**2. Approval of agenda**

The committee made some adjustments to the “New Business” section that is reflected in #4. The revised agenda was approved after a motion made by Paula Gagnon and seconded by Claudette Dupee.

**3. Approval of November 2017 minutes**

Cathleen Ferrick made a motion to approve, seconded by Annette Tanguay, and passed.

**4. New Business**

**4.1 E-series forms**

This will be an agenda item at the next meeting. The Chair cautioned the committee not take on the responsibilities of a staff job.

* Cathy will send a link to the forms to committee members.

4.2 **Discussion of faculty survey responses on global awareness, diversity, and tolerance ILO**

There was an inability to choose more than one answer in some questions. Overall the committee thought that although flawed, the survey served as a good first indicator. If sharing with the faculty, a summary would be better than sharing the complete survey.

Paula asked the committee to consider LEAP domains. CESSIE also captures data about diversity from the 200 level student’s perspective.

**4.3 Next steps for global awareness, diversity, and tolerance?**

The committee discussed the development of a rubric. Annette shared some sample rubric language. The committee agreed that the word “tolerance” is outdated. There was suggestion that the language of the ILO and Leap Doman could be tinkered with. The committee felt that it would need to explore whether or not it is possible to develop one rubric to cover all of the ideas contained within this ILO.

Next meeting:

* Paula will bring the LEAP domain work.
* Annette will share copies of rubrics.
* Dianne and Cathy will bring discussion board threads.

**4.4 Follow-up on communication and information literacy?**

There was discussion on preparation of students for the workforce and writing deficiencies. ENG 212 is a good benchmark but the committee would not do a course specific project.

* The committee agreed that it is responsible for dissemination of the results, but the college has to decide “Are we satisfied? Who next? Chairs? English Department.” This may spark more study.
* Academic Affairs can connect with Jess Gagne for her resume workshop.
* The committee will continue to integrate their findings into professional development.
* The committee discussed inviting interested parties at the end of the year to help close the loop. They would reconvene in the fall. A department chair meeting would be a good opportunity for an exchange of ideas.

**5. Old Business**

**5.1 n/a**

**6. Announcements**

**6.1 Resignation of Jesse Miller**

**7. Adjournment**

Paula made a motion to adjourn, seconded by Claudette, and passed.