# Minutes

# Members Present: Absent:

# Jason Arey (left at 12:55pm) Cathleen Ferrick

# Claudette Dupee Doreen Rogan

# Maria Niswonger

# Annette Tanguay

# Amber Tatnall Recorder: Joy locher

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| Assessment Committee | January 23, 2020 |

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| Call to order*Amber Tatnall called the meeting to order at 12:35 p.m. The committee agreed that Amber will continue to facilitate the meetings.*Approval of the agenda*The agenda was approved.*Approval of the minutes of December 19, 2019*Claudette made a motion to approve the minutes, seconded by Annette, and the minutes were approved by the committee.* |
| Unfinished businessAssessment Manual (discussion)*Annette shared the draft with the committee. There was discussion regarding the In Process Chart. The tone of the request to submit and expectations will need to come from the deans.*  *The handbook is static but the charts may make better sense elsewhere to reflect new information as it is available.**The committee is interested in hearing from the new president.**It is important to document the assessment that already happens.**Amber will reach out to Dianne Fallon and Nick Gill with committee progress and the opportunity for involvement. Claudette discussed the value in the learning experience in developing as a committee and gaining expertise in assessment.**The committee’s work is valuable for NECHE.**Amber will give access to the committee who will report back next week with recommendations on how to manage and work in a way to create a finished product. The committee members should let Amber know how/where they would like to work on the handbook.* *Amber will add in appendices.**Procedures should be included in the manual.* New businessProcess for approving goals and outcomes (discussion)*There was discussion about including goals for endorsement in the amended bylaws.**Student Affairs’ department goals were due to Jason on January 6th. The committee discussed the best way(s) to handle goals within a department. (For example – 14 people in Student Affairs with linking personal and departmental goals.) The person at the divisional level should coordinate the divisional priorities/goals.**Penny Remick has agreed to be the “guinea pig”. She has submitted an action form. Penny defined the “rationale” and how it ties in which the committee liked.*The committee discussed asking questions about “the how” and approval of goals. The committee agreed to discuss one top project *and Amber will ask Penny to pick one. Moving forward, the committee will work with the presenter to identify their priority goal.* *The committee discussed identifying present goals, measures, and actions that might be taken to determine a concise project. The “why” might tie to strategic goals when those goals are defined.**The goal is “meaningful, manageable, and measureable” projects.**The form needs some work and will be crafted to include expectations.**There may be grants available to aid assessment projects.* |
| Announcements |
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