

###### **Division of Academic Affairs**

**Meeting of the Assessment Committee**

**Tuesday April 23, 2013**

**12:30PM – 2PM**

**Clock Tower Conference Room**

**Members Present:**

**Stefanie Forster - Chair**

**Claudette Dupee**

**Angela Nadeau**

**Nancy Phythyon**

**Absent:**

**Rita Perron**

**Faculty Members – Dianne Fallon, Ro-Jean Straw**

**Student Member – vacant**

1. Call to Order slightly after 12:30PM

**The chair called the meeting to order.**

1. Approval of agenda
2. Approval of all previous minutes

**February and March 2013 draft minutes were individually accepted by a motion from Claudette, seconded by Angela, and ratified by all. October 1013 draft minutes were accepted with a motion from Nancy, seconded by Claudette and carried.**

4. New Business

4.1 Proposed change to Assessment Committee Roster

**Present roster requirements with the associate academic dean as permanent member excludes anyone with “assessment” in their job description/responsibilities. The proposed change will allow for more continuity of membership. After committee discussion, a motion was made by Claudette, seconded by Nancy and approved by the committee that approved that the following changes by sent to College Council:**

**The Committee shall have seven voting members and one student (non-voting) member. Members include four faculty representatives elected by the Faculty Senate; the Library Director, Learning Center Coordinator/Director or Faculty Development Coordinator as appointed by the Academic Dean; *the Academic Dean or her/his designee*; the Dean of Students or her/his designee; and *the Student Senate shall appoint a student* (non-voting). The Student Senate shall be encouraged to elect a student representative.**

4.2 Roster for AY 13/14

**All present members will return with the exception of Angela Nadeau - it is Stefanie’s rotation in. Stefanie will contact Rita to see if she is returning in the fall. Noting that Work to Rule may still be in effect in the fall, open seats may be filled by adjuncts but their appointments would need to go through Faculty Senate which is not meeting. (Stefanie will check by-laws to see if date/time can be moved if making it more convenient for membership.)**

5. Old Business

5.1 Review of Communication Rubric and discussion on next steps

**The committee changed the number system to reflect Benchmark language.**

**Stefanie suggested that the first step is to present the communication rubric to College Council as part of the end of year report. The next step would be to ask for volunteers to use the rubric and provide feedback. Angela believes it is a great tool for students and tutors so the student can self-assess and compare with the tutor’s assessment. In the fall after receiving feedback, the committee can tweak the rubric and take it back to College Council for endorsement. Claudette suggested the use of many small focus groups held at different times/days to develop the use of the rubric within the college community. The rubric can be used independently of grading to assess if the student has met the ILO. The committee’s goal for Council endorsement is December 2013 so that it can be utilized in the spring.**

6. Announcements

**Nancy asked if the committee could look at what the fall projects will be. Her concern is that too much time is taken at the beginning of each AY “re”debating what has been decided while other members choose to be absent. The decision was made to re-elect Stefanie to provide continuity. Claudette made the motion, Nancy seconded, and Stefanie was re-elected.**

**The committee agreed on moving forward in the fall in three areas:**

1. **Making ILO’s more usable which meant developing the rubrics. Encourage the use of ILOs. Creative thinking was chosen as the next focus.**
2. **Conveying the importance of PLOs – There was discussion as to whether Department Chairs would be responsible for PLOs during Work to Rule. It appears that they are and Matt Kaszubinski and Cindy Lahar are both working on their new programs’ PLOs.**
3. **Collaborating with Nick Gill regarding CESSIE outcomes – the committee can be a helpful sponsor for communicating and understanding the results**

**The concern about not having a student representative in the fall was discussed. Stefanie will forward her conversations with Deidre Thompson to Claudette to follow up with Deidre who is the Student Senate advisor. Stefanie will talk to John Rainone to tap PTK students.**

**The committee discussed how not having faculty members affects the quorum. Stefanie made the distinction between this year and next. This year the faculty members chose to absent themselves stalling progress, but in the fall, unfilled seats will be considered vacant which doesn’t affect a quorum.**

7. Adjournment @ 2PM

**Claudette made a motion to adjourn, seconded by Angela, and carried.**