

**Assessment Committee**

**Thursday September 28, 2017**

**12:30 – 2:00 in the Hussey Seating Conference Room**

**Present: Recorder:**

**Claudette Dupee Joy Locher**

**Dianne Fallon, Chair**

**Cathleen Ferrick**

**Paula Gagnon**

**Jesse Miller**

**Annette Tanguay**

**Minutes**

1. Call to Order

**With a motion by Claudette, seconded by Dianne, Cathy called the meeting to order.**

2. Approval of agenda

 **With a motion by Paula, seconded by Annette, Cathy called the meeting to order.**

3. Approval of April 2017 minutes

**Dianne made a motion to replace “diversity” in 4.2 with “variety and range of student samples”. Claudette made a motion to approve which was seconded by Jesse Miller and passed.**

4. New Business

 4.1 Report on May 2017 Assessment Presentation

**Cathy and Dianne presented at Bangor providing data and background including the committee’s process. The 200 level project yielded results that suggested that a “evening out” process was seen whether classes are taken online or on campus. Paula remarked that IR has done a similar data comparison for success in online and on campus classes that supports the committee’s results. Dianne suggested utilizing the October meeting for a campus presentation.**

4.2 Discuss committee focus for 2017/18

**The committee discussed the difficulty in taking on a diversity project. Paula offered that diversity is connected to the system’s larger initiative with rubrics. This fall the system is encompassing diversity within the LEAP domain. There was discussion as to whether the committee could adopt or revise these developing state wide rubrics. The committee discussed beginning the work of understanding our own culture. A survey to YCCC’s instructors could include: How does your course touch on diversity? Do your assignments touch on diversity? How? Do you have assignments/artifacts to evaluate diversity?**

**Paula suggested the use of system level resources (rubrics) as well as programs outcomes that are being assessed. She pledged to share assessment related materials and projects with the committee.**

4.3 Discuss leadership/roles for 2017/18

**There was discussion about the loss of the Faculty Development and Assessment position and the burden it may place on anyone accepting the chair position. Paula pared down the projects that the committee had discussed doing the following:**

* **Presentations on campus**
* **Paula sharing the following with the committee:**

**\*System rubrics with the committee for adoption/revision \*Career and Professional Level programs are doing**

 **\*Library & Financial Aids Institutional Effectiveness Reports**

**After discussing the committee’s role and the projects detailed by Paula, the committee agreed:**

* + - * **To act as a clearing house to put relevant materials on the portal sending out emails and putting announcements in the “What’s Happening” newsletter**
			* **To host an assessment forum October 26th 12:45**
			* **To prep a diversity survey for instructors the last Thursday in November**
			* **To administer the survey during professional development week in January**
			* **To host an assessment forum in January to share what everyone is doing**
			* **Cathy will send something about the October “Assessment Forum” to Caitlin for the newsletter. The committee requested that she send it today.**

**Dianne agreed to chair the committee.**

5. Old Business

 5.1 n/a

6. Announcements

**Paula will be sending out an email inviting interested people to go to KV for an assessment workshop for developing rubrics.**

7. Adjournment

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