

## ASSESSMENT COMMITTEE MINUTES

September 9, 2016

1:00-2:00

- I. Introductions (if needed)
- II. Approval of minutes—N/A
- III. Approval of agenda: Consent approval
- IV. Assessment process and timeline review (as it stands today):
  - a. Sept 15: Course Reports due
  - b. Oct 15 Department Reports due
  - c. Nov 15 Division Reports due
  - d. Jason McCollom has iHistory written up and will put it into Chalk and Wire and will update as time goes on.
- V. Process Issues: Jacob Poulette agreed to create a Google docs list to help us identify process issues that can be streamlined
  - a. Strengths
    - i. Timeline
    - ii. Increased buy-in from faculty
    - iii. Math and English departments have continuity
    - iv. Bottom up process that's improving all the time
  - b. Weaknesses
    - i. Communication, especially with new and adjunct faculty
    - ii. Planning
    - iii. Who is in charge of what
  - c. Possible solutions
    - i. Chalk and Wire Capabilities: Could we put course assessments in Chalk and Wire and have the program mine information for us?
      1. Amy Ackerson agreed to draft a new course assessment survey through Chalk and Wire for the Assessment Committee to look at.
    - ii. Need for department and division reports
    - iii. What information NEEDS to come out of course assessment?
      1. Objectives need to be measureable
      2. Perhaps we could utilize the Teaching and Learning Center in Springfield?
- VI. Assessment/Curriculum Task Force
- VII. Program Review Discussion
  - a. Revision of timeline
- VIII. Adjourn