Kennedy-King College of Chicago
Assessment Liaison Committee Meeting
Meeting Agenda
February 8, 2017
3:30pm – 4:30pm Y151

Type of Meeting: Liaison Assessment Meeting

Meeting Facilitator: Naima Dawson

Invitees: Karen Douglass, Cindy Carlson, Sangita Deb, Bonnie Harrison, Brandon Nichols, Stephanie Owen, Mariama Hodari, Yolanda Simmons, Gene Smith

I.   Roll call

II.   New Business

A. Course Student Learning Outcome template
- We reviewed the template two versions were presented by the Chair
- Everyone provided with access to both the Word Doc and Excel Spreadsheet versions. However, everyone has agreed to work in the Word Doc format for ease of use
- Discussed each column on the template
  (first column- SLO addressed in the assessment method)
  a. In this section define the purpose and audience this assessment tool is geared towards.
  b. What is the purpose of the assessment tool and what course learning outcomes are covered in this assessment method?
- (second column - Assessment Method Title)
  c. Faculty will input assessment method used as evidence of student mastery
- (third column- Indirect or Direct Assessment Method)
  d. Identify of the assessment used is Direct or Indirect method

B. Discussed understanding of terms as used in the document template
  e. Make sure everyone you meet with has a clear understanding of the assessment vocabulary used.

C. Take time to become accustomed to the template and complete one before working with faculty in your department.

D. Remember, faculty are ONLY submitting instruments used for assessing overall mastery of course knowledge and not every assignment. Each

assessment method (instrument) should support one or several course student learning outcomes.

E. We will use the online group as our file repository submission site.

F. Please upload all new submission there
(demonstration was provided to team)

G. **Questions and Concerns**

      a. Liaisons worried about faculty response and commitment to project:

      We agreed to first present the information to the faculty at individual department meetings to get an understanding of possible barriers and setback.

H. **Adjournment**