

Kennedy-King College of Chicago  
Assessment Liaison Committee Meeting

Meeting Agenda Minutes

February 21, 2018

3:00pm – 4:00pm

Type of Meeting: Liaison Meeting

Meeting Facilitator: Naima Dawson, Assessment Chair

Invitees: Arika Anderson, Cindy Carlson, Stephanie Owen, Yolanda Simmons, Gene Smith, Jennifer Thompson-Watson

In Attendance: Arika Anderson, Cindy Carlson, Yolanda Simmons, Jennifer Thompson-Watson, Gene Smith

- I. Call to order 3:10 PM
- II. New Business – Completion of the mandatory HLC Mapping Activity Due Date Approaching
  - a) Deadline March 12, 2018
    1. Naima Dawson, Assessment Chair asked all to follow-up with an email for those receiving pushback.
    2. Inform the addressee that you are available to assist them and provide your availability hours.
    3. Please CC your Department Chair ( if this is the third request or more for information from the addressee please CC your chair, Chair Dawson, and Dean Darby) This allows us to properly communicate with the Department Chairs about missing maps.
    4. Please provide an example of a properly completed worksheet in all emails. Please use Assessment Chair's completed sample worksheet.
  - b) Accountability Spreadsheet for Departments and Department Chairs
    1. Use the accountability spreadsheet with all assigned departments. This spreadsheet contains all full-time and part-time instructors, in the event anyone is unaware of everyone teaching in their department. Please use the arrows to tab over if you do not immediately see your department.
    2. Naima Dawson explained how to navigate the accountability spreadsheet

**There are three columns complete this form is as follows:**

Mark Y or N if you have received the information or so

If you received all information did you have to send it back for corrections make notions of this in the notes section

Please provide brief notes such as (sent four emails with no response, refuses to complete activity, set a meeting to meet and complete with instructor, stated they will have it complete, etc )

**III. EVERYONE MUST COMPLETE ACCOUNTABILITY SPREADSHEET BEFORE MARCH 1, 2018 .**

Naima Dawson will use this information to share with Department Chairs. She meets with all of the Chairs on Monday, March 5th. During this meeting, she will explain the importance of this process and that their assistance is required in helping each Department Liaison. So please complete your department section on the spreadsheet and **submit to ndawson2@ccc.edu in email no later than MARCH 1, 2018.**

**IV. The Review of Submitted Mapping Activity**

- a) Naima Dawson reviewed already submitted maps and noticed that there are many maps that need to be adjusted by the instructor. She noted that we cannot have vague answers such as “assignments” please ask professors to tag with a more defined naming convention, such as "essay outline" or "online discussion in BB" but inserting generic instrument tags serves us no purpose in collecting information.
- b) Also remind professors that we do not need a definition of what group work means ( we know this) but what exactly takes place in the that particular group work assignment, as it pertains to the SLO they selected.

**V. Writing the Required Narrative Report**

- a.) Please start compiling an outline for the narrative report that will unpack the activities during the Fall17 and Spring18
- b.) Naima created a generic template similar to the format created by Professor Stephanie Owens. We will discuss further how to capture all activities from F17 and F18 in the narrative in our next meeting.

**VI. Adjournment**