

Kennedy-King College of Chicago
Assessment Liaison Committee Meeting
Meeting Agenda

September 25, 2018
3:00pm – 4:00pm

➤ **Facilitator:** Naima Dawson

Purpose / Goal(s) for this meeting:

Reaffirm process and procedure of implementing the common assessment project per discipline. Each liaisons will discuss current work activity as it pertains to adhering to the common assessment timeline for the semester.

AGENDA / MEETING MINUTES:

Meeting Topics:

1. Common Assessment Timeline

- Liaisons are to review and become familiar with the Common Assessment timeline
- Liaisons are to have a conversation with department chairs before meeting with department about the timeline

2. Updates from each liaison from their discipline team groups

3. Review the process and what is the common assessment

Liaisons are quizzed on what is the common assessment and what purpose does it serve.

Want to ensure all members can speak fluently about the common assessment process with their department and colleagues.

The team did a roundtable discussion about the benefits of the common assessment and the role the common assessment plays in understanding how students retain and master new information.

4. Forms to collect by next meeting

Goal sheets

<u>Team Members Present</u>	<u>Team Members Absent</u>
Cindy Carlson, Yolanda Simmons, Jennifer Lewis-Thompson, Sergey Kuznestov, Michael Kazarinov, Cindy Carlson, Jennifer Thompson-Watson	

<p>Action Steps by next meeting date (10/23/2018):</p> <ol style="list-style-type: none">1. All discipline Goal Sheets need to be submitted by all departments2. Goals sheets are due work with your groups to complete the task
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Date of next meeting: _____10/23/2018 Room Y150_____