



Meeting Minutes

TEAM: Assessment and Liaison Meeting

DATE: 10/23/2018

Purpose / Goal(s) for this meeting: Each liaison will discuss current work activity as it pertains to adhering to the common assessment timeline for the semester.

Meeting Topic Discussion:

1. Common Assessment Timeline – Urgency

(new and final deadline has been added) Liaisons were provided with timeline to give to faculty. Committee reviewed timeline once more to ensure that all are clear of when things should be submitted and how to begin the conversations within your department in collecting the next artifacts

2. Read through the goals sheets to ensure that faculty correctly completed the goal sheets with concise information. Chair Dawson read through most of the goal sheets submitted and found incomplete information. She sent emails to all liaisons who had individuals who incorrectly completed the goal sheet. It is important for everyone to read through all goal sheets to make sure professors do not have to adjust their goal sheets.

3. Share-out who has collected the Goals Form

Liaisons are finding it difficult to meet with faculty but are still making effort to collect goal sheets. Liaisons should now be focused on common assessment but there are too many missing goal sheets. Dr. K has tried several times to reach out to Professor Blair but not received a response. Math states they have completed the goal sheet but has turned in nothing to date. Professor Watson has done a great job with collecting goal sheets from her department

4. Storage of documents

This is an ongoing issue storing of data. We have data stored everywhere, which can be a bit of a nuisance. Chair Dawson will work towards creating another hub of sorts for all materials collected. It will most likely be through outlook SharePoint site groups not our most favorite location for storing but it is all that we have for now.



MEETING MINUTES:

Team Members Present

Cindy Carlson,
Yolanda Simmons,
Jennifer Lewis-Thompson,
Michael Kazarinov,
Cindy Carlson,
Jennifer Thompson-Watson

Action Steps (10/23/2018):

- 1. October 31, 2018 is the final deadline for faculty to submit their discipline goal sheets to the assessment committee**
- 2. Committee members are meetings faculty on individual basis to complete the task at hand. There are still faculty members who have not replied to emails for request of materials. Liaisons are to CC Naima on all emails during the final push of collection of activities for assessment. Many departments have submitted their goal sheets but have not had discussions about the creation of their departmental common assessment.**
- 3. Math has not submitted any materials thus far, though there is mentioned that it is complete must provide committee with completed documents before the holidays.**
- 4. We are not here for the next meeting we will be on thanksgiving break**

Date of next meeting: TBA