

**Assessment Committee
Minutes: October 2nd, 2014**

Meeting was postponed until 3:00pm due to a 2:00pm Union Meeting

Meeting started at 3:10pm

Attendees:

- Marwan Amarin
- Joy Walker
- Derek Lazarski
- Farsana Najam
- Sarah McLaughlin
- LaSandra Skinner
- Geoffrey Martin
- Ana King
- Kate Connor
- Leone McDermott
- Kelly O'Malley

1. Minutes

- Discussion about Sept. 4th minutes. Several edits made
- Motion to approve September 4th minutes, as amended. *Approved.*
- Discussion about adopting a clearer and more efficient method for taking minutes, which would include: 1) Discussion/consideration, 2) Motion, 3) Approval

2. SharePoint Update

- Geoff demonstrated the Assessment SharePoint page where meeting agendas and minutes are uploaded
- Geoff will pull old reports/feedback from HLC Collaborate site, save as .pdf, and upload to SharePoint
- Discussion: assessment committee members and read-only access to SharePoint for greater transparency and involvement. It was noted that this request had been made before, but this was made when SharePoint was relatively new at CCC.
- Motion to request that all Assessment Committee members have read-only access to SharePoint. *Approved.*

3. GenEd Assessment Cycle: Communications (Written & Oral)

- Discussion: Written Communications Rubric (Version 3) was reviewed and several further edits made, including removing the Oral Communication Rubric section to create a separate document.
- Motion to approve the Written Communication Rubric, as amended: *Approved.*
- Motion to delay discussion about "Oral Communication Rubric" until committee can discuss the matter with Franklin Reynolds, Speech Professor: *Approved*

- Discussion: Letter to faculty for request of student artifacts for GenEd. Assessment. Numerous questions raised about the language of the letter, the parameters of the study, and the specific research questions driving the study:
 - Will this letter go out to *all* faculty or from committee representatives to their specific departments (or selected individuals in their department)?
 - Will it be a randomized study or will we select the courses (and faculty?)?
 - What courses will be included: college credit courses, college-level courses, general education courses?
 - How will we ensure a true sampling of our college students?
 - What forms of identification will remain on the paper (course number? Student ID?)
 - If we attempt to include student demographics, how will we ensure the study does not become overwhelming for the resources and personnel of the committee?
- Motion to delay any final decisions on the General Education Assessment study until further discussion is possible: *Approved*.
- Recommendation: Assessment Chairs and Secretary meet with Dr. Rahman to explain committee discussions and the need for more time, including possibly delaying the study to Spring 2015.

4. Discipline Assessment Initiatives:

- Discussion of Discipline Assessment Initiatives
 - Joy Walker met with Rudra and Maryam to discuss the Humanities 201 assessment project. Maryam will now require adjunct participation in the assessment so that it measures all sections of the course. Rudra will continue to collect this data and report it to the committee.
 - Geoff updated about the editing of the ENG 100 final portfolio rubric to include clearer language and better feedback to students, faculty, and admin.
 - Ana updated about ESL 100 initiatives from Truman, Wright, and Harold Washington
 - Joy also updated that the Chemistry courses and Physical Science 111 are aligning their final exams more to the ACS exams.

Motion to postpone final two agenda items (vision & closed meeting discussion) to the next meeting and adjourn: *Approved*.

Meeting adjourned at 4:20pm