

Assessment Committee
Meeting Minutes: November 6th, 2014

Attendees:

- Geoff
- Joy
- Kate
- Farzana
- Leone
- Harry
- LaSandra

4. Discipline Assessment Initiatives:

- Humanities assessment project is being administered and is being collected in multiple sections
- Joy is reaching out to the chairs to find out what each department is doing for assessment
 - Next Step: Ask for assessment result/report/statements for portfolio of the college
 - Make a template for portfolio
 - Use Kate's old template of "3 questions":
 1. What do you know?
 2. How do you know it?
 3. What do you do with it?

1. Minutes

- Approved Oct. 2nd minutes

2. SharePoint

- Geoff reported that he now has higher access for renaming/deleting/organizing files
- Status on read-only access for committee members is still unknown

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

- Request that Jonathan let local admin know what kind of study we are going to do here
- Update Jonathan and CC admin on our status at the end of the semester
- Request the new Institutional Researcher work with us in the assessment committee.
 - Joy will ask Dr. Rahman about it
- Update from off-cycle committee meeting with Jonathon Keiser
 - Members updated the committee on the 10/31/14 conversation with Jonathon Keiser

- Assessment Study was discussed
 - Guiding research question
 - Sample size: still to be determined, with help from IR
 - Student IDs: Create labels/bar codes and include student rosters
 - use ID name and student ID# from the rosters via PeopleSoft
 - Create IT program to randomly select course section

- Discussion about Artifacts to be considered
 - We need more representatives from every department
 - Announce this at the chairs meeting
 - Can we assess if the submitted artifact is relevant for our outcomes?
 - 1st draft vs final draft? Committee decided that we wouldn't dictate this.
 - Geoff will email dept. chairs requesting a list of all dept. courses that meet the following two requirements:
 - "count to graduation"
 - Contain a writing sample

- Schedule of GenEd Assessment
 - Cover sheet for the assignment (Dec-Jan)
 - Artifact collection: midterm-final (Spring 2015)
 - Artifact reading: two days in middle May
 - Pay for adjuncts and faculty readers?
 - Joy & Geoff will meet/request from Dr. Rahman
 - Take about 6-8 minutes to read a paper plus the conversation afterwards.
 - Discussed having a note-taker/observer for documenting

5. Closed Meeting (Faculty only)

- final five minutes – faculty discussion

Meeting adjourned: 3:35pm