

(Approved) Meeting Summary 03/04/2016

Friday, February 26, 2016 4:56 PM

Attendees: Geoff Martin, Angela Cotromanes, Mike Davis, Joshua Jones, Diego Baez, Diane Torres, Helen Valdez, Ana King, Derek Lazarski, Susan Marcus, Cari Hennesy, Maureen Pylman, Andrew Kerr

1) Approve Feb. 4, 2016 meeting summary (approved)

2) IGNITE #8 – "Reporting from IL Assessment Fair" (Diego, Derek, Maureen, Sarah)

- Presented on First-Year Experience (FYE), College of Lake County GenEd Writing Assessment, Teacher as researcher, and assessment methods for Oral Communication
- Discussed the use of the AC's race/ethnicity data regarding our study of Written Communication, as well as potential new ways to slice our data as an addendum report (esp. student writing and their scores past English 101).

3) Assessment Committee Tasks and Bylaws

- Website: <http://www.ccc.edu/colleges/truman/departments/Pages/Assessment.aspx#>
 - Website functional, including meeting minutes, Unit Assessment, GenEd Assessment, IGNITE Presentations, other presentations
 - Looking for Truman Diversity Study (to upload to website)
- Four Committee Positions: Chair (GenED-coordinator) + Transitional Chair (Fall 2016), Vice-Chair (Unit Coordinator), Secretary & Archivist (Agenda/Minutes --> leaning toward summaries, Web)
 - Discussed ways to expand committee membership from other depts. (Cosmet. / Math / Sci)
 - The officer responsibilities will be further delineated
 - **Recommendation:** GenED-coordinator should be tasked with management of the GenED assessment. He/She will carry out the study that has been designed with support from the chair. Appropriate Release Time for this task is important.
 - **Recommendation:** Assessment Chair would shift duties towards working with departments to increase/broaden representation, guide the overall assessment committee work, and advocate for resources. Appropriate Release Time for this task is important.
 - **Recommendation:** Vice-Chair would oversee 'By the Numbers' and 'At a Glance' initiatives for ongoing department level assessment and support. Release time or stipend as necessary.
 - Be on the lookout for ways to assess critical thinking

4) Program-Level Outcomes – Tasks for April?

- AS Degree – Numeracy outcome (Andrew + Math/Sci)
 - HW Meeting: using mathematics to inform critical thinking ("numeracy"-- play on "literacy")
 - Numeracy skills as a GenEd Outcome for the AAS?drafted (bring to math/science)
 - Potentially bring to FDW and/or Curriculum Committee
- Child Dev. - Angela will try to gather this for April
- Business (LaSandra, Richard?) - Geoff to reach out to Professor Skinner
- Cosmetology- Dean Marcus to reach out to Professor Pedraza

5) GenEd - Study of Oral Communication - Spring 2016

- Course Sampling (final compiling?) - Use 6-8 classes with presentations, sample 5-7 per course?
- Review faculty letter
 - Include information about recording technology in letter
 - Potentially using Debut Capture software (suggested by Franklin Reynolds) and either built-in laptop cameras or USB cameras/software (technology discussion)
- Planned dates: May 18 & 19

6) Unit/Discipline Assessment - "At a Glance" slides

- Templates discussed. Please compiling info for April Assess. 45 min. working meeting

7) By the Numbers

- Met with Foreign Language to look at enrollment data and brainstorm ways to increase enrollment
- Faculty has ideas, By the Numbers provides data, faculty implements, By the Numbers evaluates

8) Assessment Opportunities/Ideas:

- "By the Numbers" update (Mike)
- Higher Learning Commission (HLC) - Chicago, April 15-19, 2016 (Geoff, Mike)
- CILC "Best Practices" Symposium at Truman - April 15, 2016 (Geoff)
- IUPUI "Assessment Institute" - October 16-18, 2016 (Sun-Tues) - *who's interested?*